

Shenandoah Community School District Board of Directors
 Shenandoah Administration Board Room
 October 10, 2022 – 5:00 p.m.
 Regular Meeting

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Rogers
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome to Audience
5. Public Forum
6. Administrative Reports
 - a. Financial Overview – William Barrett
 - b. Activities Report
7. Consent Agenda
 - a. Minutes
 - b. Treasurer’s Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - iv. FY22 End of Year Reports
 - c. Personnel Requests:

Contracts:		
Cambre Schutt	PT Preschool After School Associate	\$14.24/hr
Nicole Richardson	Van Driver	\$39.15/rt, \$15.42/hr
After School Tutors (\$20/session):		
Alisa Andrew	Hailey Johnson	Lindsey Shaffer
Amy Bopp	Holly Olson	Linnea Shook
Toni Bounds	Carleen Perry	Danielle Terry
Terri Henderson	Diana Roberts	Kristian Vance
Angie Hunter	Jordan Ross	Brandie Woodyard
Modifications (Associate Level I to Level II/III - \$.15/hr increase):		
Risa Graham	Christina Hemenway	
Resignations:		
Lauri Hobbie	Food Service	effective October 14, 2022
Dakota Lawson	Driver	effective October 7, 2022
 - d. Fundraising Requests
 - *on attached sheet
 - e. Early Graduation Requests – December 2022 (pending all requirements are met):

Christian Dukes	Sophie Maxine	Joslyn Shum
Megan Everett	Madelynn Paris	Mia Wallace
Cade Fielder	Heidi Reed	
Soley Kinsley	Tessa Shackelford	

8. Action Items
 - a. Approve Rising Hope Student Agreement
 - b. Approve Allowable Growth and Supplemental State Aid for Special Education Deficit in the amount of \$455,352.32
 - c. Set Public Hearing Date for JK-8 Window Project for November 1, 2022
 - d. Appoint Delegate to IASB Delegate Assembly
 - e. Add Girl's Wrestling as an Athletic Team
9. Discussion Items:
 - a. Review 600 Section of Board Policy
10. Informational Items:

Special Meeting – November 1, 2022 at 5:00 p.m.
Next Regular Meeting – November 14, 2022 at 5:00 p.m.
11. Adjournment

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
October 10, 2022 – 6:00 p.m.
Closed Session Meeting

1. Call to Order
2. Roll Call and Determination of Quorum
3. Approval of Agenda
4. Closed Session

Motion – I move that the Board go into closed session as authorized by Iowa Code Section 21.5(1)(a) & 21.5(1)(e) to conduct a hearing to consider disciplinary action against a student and to review and discuss records which are required by state or federal law to be kept confidential.

Return to Open Session

5. Action Item:
 - a. Action regarding recommended discipline of student
6. Adjournment

GENERAL FUND

REVENUES

For the fiscal year of 2022 Shenandoah Community School District experienced an 11.43% increase in revenue received from the fiscal year of 2021. This equates to approximately \$1,533,671 which was mostly attributable to ESSER grant funding available through federal programs related to the COVID-19 virus. The increased funding was available to help with increased expenditures.

EXPENDITURES

During the same time frame of comparison, the district recorded an increase of 13.5% in expenditures of \$1,852,226. The increase in expenditures can be associated to the online IGNITE education delivery, transportation, technology, and other educational requirements associated with the pandemic setbacks for students in the district.

OVERVIEW

On a cash basis the school district had a net affect of approximately \$-318,555 when comparing the revenue vs. expenditures changes from FY2021 to FY2022. The administration will closely monitor the revenue and expenditures in FY2023 as the end of ESSER funding approaches by FY2024.

ACTIVITY FUND

REVENUES

For the fiscal year of 2022 Shenandoah Community School District collected revenues of \$274,440.57 in the Activity Fund. This increased from \$201,235.04 in FY2021 or 36.38%.

EXPENDITURES

During the same time frame of comparison, the expenses in the Activity fund were \$243,106.35 for FY2022 and \$192,993.73 in FY2021 a 25.97% increase.

OVERVIEW

Revenue and expenditure increases can be attributed to the reduced mandatory restrictions from the Covid-19 pandemic.

MANAGEMENT FUND

REVENUES

For the fiscal year of 2022 the Management Fund for Shenandoah Community School District had revenues of \$537,447.02 compared to \$618,539.99 in FY2021.

EXPENDITURES

During this time FY2022 expenditures were \$520,872.42 a 4.55% increase from the FY2021 expenditures of \$498,190.71.

OVERVIEW

The property tax collected for the Management Fund was less in 2022 and the expenditures increased due to Early Retirement incentives.

SAVE (SALES TAX) FUND

REVENUES

For the fiscal year of 2022 the SAVE Fund for Shenandoah Community School District had revenues of \$1,234,619.47 compared to \$1,061,985.71 in FY2021 an increase of 16.26%.

EXPENDITURES

During this time FY2022 expenditures were \$1,251,176.21. The debt service amount from this fund for FY2022 was \$924,661.05

OVERVIEW

The increase in revenues were attributed mostly to increased state revenues from sales tax.

PPEL FUND

REVENUES

For the fiscal year of 2022 the PPEL Fund for Shenandoah Community School District had revenues of \$714,876.08 compared to \$637,127.17 in FY2021 an increase of 12.20%.

EXPENDITURES

During this time FY2022 expenditures were \$363,360.13 as compared to \$622,343.43 in FY2021.

OVERVIEW

A portion of the current PPEL fund balance of \$938,880.39 will be used to pay for the upcoming JK-8 Building Windows project.

CHILD NUTRITION FUND

REVENUES

For the fiscal year of 2022 the Child Nutrition Fund for Shenandoah Community School District had revenues of \$1,040,113.87 compared to \$951,403.18 in FY2021 an increase of 9.32%.

EXPENDITURES

During this time FY2022 expenditures were \$875,127.18 a 1.43% decrease as compared to the FY2021 expenditures of \$887,833.94.

OVERVIEW

The current Child Nutrition Fund balance of \$236,962.01 is trending lower in FY2022 due to all students district wide receiving free breakfast and lunch. This will be evaluated in November and December of 2022 for recommendations to the Board.

CHILDCARE FUND

REVENUES

For the fiscal year of 2022 the Child Nutrition Fund for Shenandoah Community School District had revenues of \$20,959.62.

EXPENDITURES

During this time FY2022 expenditures were \$17,297.99.

OVERVIEW

The Day Card operation or service is new to the district in FY2022. At this time, it is self-funded based on grants and collections from participant's families.

TRUST (SCHOLARSHIP) FUND

REVENUES

For the fiscal year of 2022 the Scholarship Fund for Shenandoah Community School District had revenues of \$569.44.

EXPENDITURES

During this time FY2022 expenditures were \$4,750 for Scholarship payments.

OVERVIEW

The Scholarship Fund has an ending balance of \$373,771.72.

SHENANDOAH COMMUNITY SCHOOL				
UNSPENT AUTHORIZED BUDGET CALCULATION				
2021-2022				
	REGULAR PROGRAM DISTRICT COST	\$7,344,800.00		
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$189,399.00		
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$150,271.00		
+	SPECIAL ED DISTRICT COST	\$957,939.00		
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$674,095.00		
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,061.00		
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$85,540.00		
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$360,798.00		
+	AEA SPECIAL ED SUPPORT	\$363,404.00		
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$6,142.00		
+	AEA MEDIA SERVICES	\$60,186.00		
+	AEA EDUCATIONAL SERVICES	\$66,532.00		
+	AEA SHARING DISTRICT COST	\$810.00		
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00		
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00		
+	DROPOUT ALLOWABLE GROWTH	\$191,628.00		
+	SBRC ALLOWABLE GROWTH OTHER #1	\$237,823.00	Inc. Enrollmnt, OE Out, and LEP	
+	SBRC ALLOWABLE GROWTH OTHER #2	\$68,719.00	LEP	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$263,953.00	Estimated	
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00		
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00		
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00		
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00		
+	ENROLLMENT AUDIT ADJUSTMENT	\$15,780.00		
-	AEA PRORATA REDUCTION	\$57,385.00		
=	MAXIMUM DISTRICT COST	\$11,095,508.00		
+	PRESCHOOL FOUNDATION AID	\$216,810.00		
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$556,551.00		
+	ED IMPROVEMENT AUTHORITY	\$0.00		
+	OTHER MISCELLANEOUS INCOME	\$3,587,993.01	Estimate on Budget Worksheet	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$4,031,006.00		
=	MAXIMUM AUTHORIZED BUDGET	\$19,487,868.01		
-	EXPENDITURES	\$15,567,273.29	79.88%	
=	UNSPENT AUTHORIZED BUDGET	\$3,920,594.72		
	EXPENDITURES	FY 2022		FY 2021
	JULY	\$209,118.22		\$237,873.72
	AUGUST	\$540,423.00		\$507,123.63
	SEPTEMBER	\$1,185,235.82		\$1,053,480.60
	OCTOBER	\$1,378,454.07		\$1,136,957.50
	NOVEMBER	\$1,061,892.88		\$1,091,707.89
	DECEMBER	\$1,200,949.33		\$1,084,758.37
	JANUARY	\$1,068,212.67		\$1,051,604.51
	FEBRUARY	\$2,205,533.90		\$1,040,102.26
	MARCH	\$1,417,225.67		\$1,382,017.22
	APRIL	\$996,563.39		\$1,047,831.04
	MAY	\$1,043,181.09		\$1,167,556.08
	JUNE	\$3,260,483.25		\$2,914,033.74
	TOTAL	\$15,567,273.29		\$13,715,046.56

**SHENANDOAH COMMUNITY SCHOOL
CALCULATION OF MISCELLANEOUS INCOME
2021-2022**

	STATE AID/ SRCIPVR (CNI) Source Codes 3111, 3112 3801, 3803	TLC/FOUR YEAR-OLD STATE AID/TSS/ INTERVENTION/PD/TRANSPORTATION Source Code 3116, 3117, 3119 3204, 3216, 3376	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code 3113	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes 1134	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	FY '21 Actuals
JUL	\$0.00	\$0.00	\$0.00	\$43,309.00	\$0.00			\$10,750.60	\$54,059.60	\$282,159.73
AUG	\$0.00	\$0.00	\$0.00	\$43,309.00	\$0.00			\$28,191.84	\$71,500.84	\$82,953.83
SEP	\$530,612.00	\$145,952.00	\$0.00	\$43,309.00	\$628,237.82	\$0.00	\$33.36	\$48,397.54	\$1,396,541.72	\$1,334,814.17
OCT	\$546,267.55	\$145,952.00	\$0.00	\$43,309.00	\$1,256,324.22	\$0.00	\$36,104.67	\$21,226.37	\$2,049,183.81	\$2,012,906.49
NOV	\$540,627.61	\$145,952.00	\$0.00	\$43,309.00	\$197,435.96	\$0.00	\$0.00	\$44,652.53	\$971,977.10	\$1,055,643.39
DEC	\$576,679.86	\$145,952.00	\$0.00	\$43,309.00	\$93,629.69	\$202,324.87	\$0.00	\$100,819.62	\$1,162,715.04	\$1,135,926.64
JAN	\$526,589.00	\$145,952.00	\$0.00	\$43,309.00	\$47,807.55	\$0.00	\$0.00	\$633,068.92	\$1,396,726.47	\$831,480.65
FEB	\$526,589.00	\$145,952.00	\$0.00	\$43,909.00	\$47,693.86	\$67,026.62	\$0.00	\$257,190.78	\$1,088,361.26	\$1,062,998.55
MAR	\$526,588.00	\$145,952.00	\$0.00	\$134,630.00	\$159,070.15	\$0.00	\$0.00	\$210,818.68	\$1,177,058.83	\$899,768.31
APR	\$526,588.00	\$145,952.00	\$0.00	\$0.00	\$1,043,336.76	\$0.00	\$39,580.17	\$257,030.32	\$2,012,487.25	\$1,937,977.84
MAY	\$536,603.60	\$145,952.00	\$0.00	\$0.00	\$120,794.20	\$0.00	\$0.00	\$1,265,311.62	\$2,068,661.42	\$1,081,880.63
JUN	\$526,600.00	\$146,936.00	\$3,622.00	\$0.00	\$110,237.44	\$0.00	\$0.00	\$710,534.19	\$1,497,929.63	\$1,695,021.30
TOTAL	\$5,363,744.62	\$1,460,504.00	\$3,622.00	\$481,702.00	\$3,704,567.65	\$269,351.49	\$75,718.20	\$3,587,993.01	\$14,947,202.97	\$13,413,531.53

Function Part 1	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
5000 DEBT SERVICE	927,901.60	841,364.55	928,329.10	100.05	(427.50)	0.00	0.00	(427.50)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40 DEBT SERVICE	927,901.60	841,364.55	928,329.10	100.05	(427.50)	0.00	0.00	(427.50)
61 SCHOOL NUTRITION FUND								
2000 2000	1,174.34	539.95	1,510.94	128.66	(336.60)	0.00	0.00	(336.60)
3000 3000	278,567.28	146,284.85	873,616.24	320.95	(595,048.96)	0.00	20,438.84	(615,487.80)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61 SCHOOL NUTRITION FUND	279,741.62	146,824.80	875,127.18	320.14	(595,385.56)	0.00	20,438.84	(615,824.40)
62 CHILDCARE FUND								
3000 3000	0.00	1,650.43	17,297.99	0.00	(17,297.99)	0.00	0.00	(17,297.99)
62 CHILDCARE FUND	0.00	1,650.43	17,297.99	0.00	(17,297.99)	0.00	0.00	(17,297.99)
81 TRUST FUNDS NON EXPENDABLE								
1000 INSTRUCTION	4,350.00	0.00	4,750.00	109.20	(400.00)	0.00	0.00	(400.00)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81 TRUST FUNDS NON EXPENDABLE	4,350.00	0.00	4,750.00	109.20	(400.00)	0.00	0.00	(400.00)
91 AGENCY FUND								
1000 INSTRUCTION	0.00	0.00	6.45	0.00	(6.45)	0.00	0.00	(6.45)
2000 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91 AGENCY FUND	0.00	0.00	6.45	0.00	(6.45)	0.00	0.00	(6.45)
Grand Total:	16,955,925.97	4,363,761.22	19,771,299.12	117.43	(2,815,373.15)	0.00	139,390.95	(2,954,764.10)

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – September 19, 2022
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:00 pm.

Roll Call:

Roll Call was answered by Directors Jean Fichter, Jeff Hiser, Benne Rogers, Adam Van Der Vliet and Clint Wooten. Also present were Superintendent Dr. Kerri Nelson, School Business Official William Barrett and Board Secretary Lisa Holmes.

Mission Statement:

The SCSD Mission Statement was read by Director Hiser.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Open Forum:

President Fichter read the rules for speaking during the open forum. There was no public comment.

Administrative Report:

Annual Report: Dr. Kerri Nelson shared the annual report for last year including enrollment count, free/reduced count, attendance, graduation rate, bullying and harassment, ACT scores and the Iowa Report Card. A future board work session will be scheduled to investigate these numbers further.

Career Technical Education Program Update: Denise Green gave an update on the student housing project as well as IWCC and Tarkio Tech certification enrollments and IGNITE enrollment.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills and fundraising, out of state travel and grant application requests. Personnel Requests: Contracts: Stephanie Cran, 10th Grade Sponsor – \$787; Ashley Dumler, K8 Associate – \$14.24/hr; Kimberly Gleason, K8 Associate Level II/III – \$14.39/hr; Tarah Hailey, K8 Associate Level II/III - \$14.39/hr; Kelley Lacey, Bus Driver - \$39.15/rt, \$15.42/hr; Joanna Robinson, K8 Associate Level II/III - \$14.39/hr; Diana Roberts, Elementary Teacher for 2023-24 – BA Step 1; Alexandra Sturm, HS Associate - \$14.24/hr. Modifications (Associate Level I to Level II/III - \$.15/hr increase): Mary Carlock, Brittany Comstock, Amber Fichter, Kathy Larson, Jordyn Lembrick, Tabitha Love, Shalee McCollom, Bill Novinger, Susan Opal, Jeanette Parsons, Shari Pitman, Autumn Richer, Cera Sams, Amber Taylor, Suzanne Tillman, Kristi Vance and Brandie Woodyard. Volunteer Coach: John Connell, MS Football. Terminations: Brieanne Pester, Associate and Natasha Pfeil, Associates for job abandonment. Motion to approve by Director Van Der Vliet, second by Director Rogers. Ayes- Rogers, Van Der Vliet, Wooten, Fichter. Nays – Hiser. Motion passes 4-1.

Action Items:

Approve Agreement with Shenandoah Medical Center for Athletic Trainer Services:

Motion to approve by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Approve Agreement with Shenandoah Medical Center for Employee Wellness Program:

Motion to approve by Director Van Der Vliet, second by Director Rogers. Motion carried unanimously.

Approve Weight Room Equipment Purchase with Push Pedal Pull:

Bids were received from Push Pedal Pull for \$36,602.52 and Body Basic Fitness Equipment for \$38,807.01. Motion to approve the low bid with Push Pedal Pull for \$36,602.52 by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Approve Correction to Work Study Hours in High School Course Handbook:

Motion to approve correction to 60 hours is the equivalent of 1 credit by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Approve Closing the Larry Beecher NAHS Account and Moving Remaining Funds to the NAHS Account:

Motion to approve by Director Hiser, second by Director Van Der Vliet. Motion carried unanimously.

Approve Closing the Class of 2022 Account and Moving Remaining Funds to Class of 2023 Account:

Motion to approve by Director Hiser, second by Director Van Der Vliet. Motion carried unanimously.

Approve Combining the HS Drama and MS Drama Accounts:

Motion to approve by Director Hiser, second by Director Wooten. Motion carried unanimously.

Approve Service Agreements with Rasmussen Mechanical:

Motion to approve agreements for the HS at \$7,943, K8 at \$4,986 and Administration Building at \$989 by Director Wooten, second by Director Van Der Vliet. Motion carried unanimously.

Approve Snow Removal Bid for 2022-23 with DLA Farms (low bid):

Motion to approve by Director Van Der Vliet, second by Director Wooten. Motion carried 3-0 with Directors Hiser and Fichter abstaining.

Approve Tysen Shaw, High School Technology Intern, for \$10 per hour:

Motion to approve by Director Van Der Vliet, second by Director Rogers. Motion carried unanimously.

Discussion Items (possible action):

JK-8 Window Project: The board reviewed the design development budget report from CA Nelson which places the project at a total cost of \$1,455,000. CA Nelson recommends using SystemWorks LLC as the commissioning agent for the project. Director Hiser made motion to use Resource Building Envelope Specialists as the commissioning agent. Motion died due to lack of a second. Director Rogers made a motion to go with SystemWorks LLC as the commissioning agent, second by Director Fichter. Ayes – Rogers, Van Der Vliet, Fichter. Nays – Hiser, Wooten. Motion passes 3-2.

Informational Items:

Next Regular Meeting – October 10, 2022 at 5:00 pm

Adjournment:

Motion by Director Rogers, second by Director Van Der Vliet to adjourn the meeting at 6:15 pm. Motion carried unanimously.

Board Secretary

Board President

**SHENANDOAH COMMUNITY SCHOOL
CALCULATION OF MISCELLANEOUS INCOME
2022-2023**

	STATE AID/ SRCIPVR (CNI) Source Codes 3111, 3112 3801, 3803	TLC/4 YR STATE AID/TSS/ EARLY INTER/PD/ TRANS EQ. Source Code 3116, 3117, 3119 3204, 3216, 3376	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code 3113	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes 1134	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	
JUL								7,847.11	7,847.11	\$ 54,059.60
AUG								48,493.76	48,493.76	\$ 71,500.84
SEP	562,986.00	145,736.00	-	495,632.00	753,464.57	-	22,472.51	14,487.22	1,994,778.30	\$1,396,541.72
OCT	-	-	-	-	-	-	-	-	-	\$2,049,183.81
NOV	-	-	-	-	-	-	-	-	-	\$ 971,977.10
DEC	-	-	-	-	-	-	-	-	-	\$1,162,715.04
JAN	-	-	-	-	-	-	-	-	-	\$1,396,726.47
FEB	-	-	-	-	-	-	-	-	-	\$1,088,361.26
MAR	-	-	-	-	-	-	-	-	-	\$1,177,058.83
APR	-	-	-	-	-	-	-	-	-	\$2,012,487.25
MAY	-	-	-	-	-	-	-	-	-	\$2,068,661.42
JUN	-	-	-	-	-	-	-	-	-	\$1,500,014.12
TOTAL	\$ 562,986.00	\$ 145,736.00	\$ -	\$ 495,632.00	\$ 753,464.57	\$ -	\$ 22,472.51	\$ 70,828.09	\$ 2,051,119.17	\$14,949,287.46

SHENANDOAH COMMUNITY SCHOOL			
UNSPENT AUTHORIZED BUDGET CALCULATION			
2022-2023			
	REGULAR PROGRAM DISTRICT COST	\$7,688,022.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$122,715.00	
+	SPECIAL ED DISTRICT COST	\$1,015,729.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$691,673.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$75,128.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$87,656.00	
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$371,074.00	
+	AEA SPECIAL ED SUPPORT	\$380,673.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$62,895.00	
+	AEA EDUCATIONAL SERVICES	\$69,533.00	
+	AEA SHARING DISTRICT COST	\$830.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$39,086.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,203.00	
+	DROPOUT ALLOWABLE GROWTH	\$232,546.00	Local Match \$77,515
+	SBRC ALLOWABLE GROWTH OTHER #1	\$0.00	Inc. Enrollmnt, OE Out, and LEP
+	SBRC ALLOWABLE GROWTH OTHER #2	\$0.00	LEP
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$0.00	Estimated
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	\$0.00	
-	AEA PRORATA REDUCTION	\$61,588.00	
=	MAXIMUM DISTRICT COST	\$10,780,175.00	
+	PRESCHOOL FOUNDATION AID	\$200,151.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$569,452.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$3,250,000.00	Estimate on Budget Worksheet
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,920,594.72	Est.
=	MAXIMUM AUTHORIZED BUDGET	\$18,720,372.72	
-	EXPENDITURES	\$2,137,963.38	11.42%
=	UNSPENT AUTHORIZED BUDGET	\$16,582,409.34	
	EXPENDITURES	FY2023	FY2022 Actuals
	JULY	\$181,999.04	\$209,118.22
	AUGUST	\$372,434.04	\$540,423.00
	SEPTEMBER	\$1,583,530.30	\$1,185,235.82
	OCTOBER		\$1,378,454.07
	NOVEMBER		\$1,061,892.88
	DECEMBER		\$1,200,949.33
	JANUARY		\$1,068,212.67
	FEBRUARY		\$2,205,533.90
	MARCH		\$1,417,225.67
	APRIL		\$996,563.39
	MAY		\$1,043,181.09
	JUNE		\$3,260,483.25
	TOTAL	\$2,137,963.38	\$15,567,273.29

Function Part 1	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40 DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61 SCHOOL NUTRITION FUND								
2000 2000	0.00	481.98	667.36	0.00	(667.36)	0.00	33.74	(701.10)
3000 3000	0.00	64,057.75	93,822.45	0.00	(93,822.45)	2,928.72	20,326.79	(117,077.96)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61 SCHOOL NUTRITION FUND	0.00	64,539.73	94,489.81	0.00	(94,489.81)	2,928.72	20,360.53	(117,779.06)
62 CHILDCARE FUND								
3000 3000	0.00	452.52	452.52	0.00	(452.52)	0.00	0.00	(452.52)
62 CHILDCARE FUND	0.00	452.52	452.52	0.00	(452.52)	0.00	0.00	(452.52)
81 TRUST FUNDS NON EXPENDABLE								
1000 INSTRUCTION	0.00	950.00	5,375.00	0.00	(5,375.00)	0.00	0.00	(5,375.00)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81 TRUST FUNDS NON EXPENDABLE	0.00	950.00	5,375.00	0.00	(5,375.00)	0.00	0.00	(5,375.00)
91 AGENCY FUND								
1000 INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91 AGENCY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:	0.00	1,714,576.47	2,867,042.35	0.00	(2,867,042.35)	146,733.97	208,277.83	(3,222,054.15)

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
95% GROUP INC.	5,943.30	CURRICULUM
ALBIREO ENERGY	378.00	MAINTENANCE BUILDING REPAIR SERVICES
ANDERSON PAINTING AND TREE SERVICE	2,459.93	GROUNDS REPAIR SERVICES
BARBARA FARWELL	216.13	ESL TRAVEL
BLICK ART MATERIALS	28.38	SUPPLIES
BROWN'S REPAIR & AUTO PARTS, INC.	307.92	VEHICLE REPAIR SERVICES
CABINETS BY STAC	839.44	MAINTENANCE BUILDING SUPPLIES
CDW GOVERNMENT	1,774.77	SUPPLIES
CENEX FLEET FUELING	3,019.90	FUEL
CENTURYLINK	660.47	TELEPHONE
CHAT MOBILITY	59.34	TELEPHONE
CITY OF SHENANDOAH	11,925.32	WATER-SEWER
CULLIGAN WATER	425.47	MAINTENANCE SUPPLIES
CURRICULUM ASSOCIATES	35.91	SUPPLIES
DISCOVERY EDUCATION	5,400.00	ELEM GENERAL ED TEXTBOOKS
DOUG MEYER CHEVROLET	362.72	VEHICLE REPAIR SERVICES
ELECTRONIC SOUND	187.50	HS GENERAL ED SUPPLIES
FELD FIRE	217.98	MAINTENANCE PARTS
GARNER MEDIA HOLDINGS	180.00	BOARD NEWSPAPER ADVERTISING
GREEN HILLS AEA	425.98	ELEM TESTING - FASTBRIDGE
HD PRO INSTITUTIONAL	2,167.39	CUSTODIAL SUPPLIES
IAMO COMMUNICATIONS	30.00	ESSER III TECHNOLOGY SUPPLIES
IOWA COMMUNICATIONS NETWORK	180.05	TECHNOLOGY ICN ROOM
IOWA LAKES COMMUNITY COLLEGE	7,317.00	SPED LVL I TUITION IA COMMUNITY COLLEGE
IOWA PUPIL TRANSPORTATION ASSOC.	150.00	CONFERENCE REGISTRATION
IOWA SCHOOL COUNSELORS ASSOCIATION	165.00	REGISTRATION/TRAVEL
IOWA WESTERN COMMUNITY COLLEGE	100.00	STAFF WORKSHOP
JOHN GOWING PLUMBING AND HEATING	864.54	MAINTENANCE BUILDING REPAIR SERVICES
JOHNSON CONTROLS	3,981.84	OTHER PURCHASED PROPERTY SERVICES
LAWN WORLD	1,790.00	GROUNDS REPAIR SERVICES
MASON CITY COMMUNITY SCHOOL DISTRICT	928.74	TUITION-TO OTHER LEA WITHIN IA NOT OE
MCGRAW HILL COMPANIES	533.28	HS GENERAL ED TEXTBOOKS
MIDAMERICAN ENERGY	28,791.86	UTILITIES-ELECTRICITY
MILLER BUILDING	1,118.84	SUPPLIES
MITEL NET SOLUTIONS	601.02	TELEPHONE
N2Y	1,720.22	SOFTWARE
NCS PEARSON	10,285.60	CURRICULUM SOFTWARE
O'REILLY AUTO	13.20	TRANSPORTATION REPAIR PARTS
PETERSEN AUTO	183.50	VEHICLE REPAIR SERVICES
PLANBOOKEDU	38.00	SUBSCRIPTION
PLUNKETT'S PEST CONTROL	198.60	MAINTENANCE PEST CONTROL CONTRACTED
POWERSCHOOL GROUP LLC	191.52	TECHNOLOGY COORDINATOR RELATED SOFTWARE
PRO-ED	645.00	SOFTWARE
QUILL CORPORATION	100.00	SUPPLIES
REALLY GREAT READING	429.88	EARLY READERS INSTRUCTIONAL SUPPLIES
RIEMAN MUSIC DES MOINES	2,774.40	ELECTRIC PIANO
ROBERT MCCONKEY PAINTING	105.00	MAINTENANCE RENTAL OF EQUIPMENT
ROCSTOP CARDTROL	5,761.18	FUEL
SAPP BROS.	520.91	MAINTENANCE GASOLINE
SCHOLASTIC INC	3,649.59	SUBSCRIPTIONS
SHENANDOAH ACTIVITY FUND	70.00	REIMBURSEMENT
SHENANDOAH SANITATION	921.19	MAINTENANCE GARBAGE COLLECTION
SHENANDOAH SCHOOL LUNCH	1,253.00	BOARD SUPPLIES-STAFF MEALS
SIGNS & SHINES	20.00	MAINTENANCE BUILDING SUPPLIES
SMITH, ELLIOT	100.00	TECH SUPPORT
SW IA TIRE AND SERVICE	40.56	VEHICLE REPAIR SERVICES
SWIFT SERVICES LLC	174.94	ESSER III TECHNOLOGY SUPPLIES
TARKIO TECHNOLOGY INSTITUTE	37,409.00	TUITION-COMMUNITY COLLEGES
TRUCK CENTER COMPANIES	557.15	TRANSPORTATION REPAIR PARTS
US CELLULAR	1,826.58	ESSER III TECHNOLOGY SUPPLIES
VALLEY PUBLICATIONS	158.92	BOARD NEWSPAPER ADVERTISING
WALLIN PLUMBING & HEATING	2,257.37	MAINTENANCE PARTS
WESTSIDE COMMUNITY SCHOOLS	1,525.00	RESIDENTIAL SERVICES
WILSON INSURANCE AGENCY	850.00	LIABILITY INSURANCE
Fund Number 10	157,405.26	
Checking Account ID 10	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
BLUPOINTE DRS	750.00	MONTHLY BACKUP AND SUPPORT
CDW GOVERNMENT	1,928.22	EQUIPMENT
FELD FIRE	297.00	OTHER PURCHASED PROPERTY SERVICES
FOLLETT SCHOOL SOLUTIONS INC	4,317.22	SOFTWARE RENEWAL
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	COPIER LEASE
HEARTLAND BUSINESS SYSTEMS	11,843.71	EQUIPMENT AND LICENSURE

ITOPIA		16,000.00	ITOPIA LABS
KRIEGLER OFFICE		3,242.35	BUILDING IMPROVMENT FURNITURE&FIXTURES
MIDAMERICAN ENERGY		8.87	STUDENT HOUSING PROJECT UTILITIES
MILLER BUILDING		5,004.84	STUDENT HOUSING PROJECT SUPPLIES
OTIS ELEVATOR		4,078.32	OTHER PURCHASED PROPERTY SERVICES
VISUAL EDGE IT		3,267.29	COPIER LEASE
Fund Number 36		<u>51,802.20</u>	
Checking Account ID 10	Fund Number 61		SCHOOL NUTRITION FUND
ANDERSON ERICKSON DAIRY		2,928.72	MILK
Fund Number 61		<u>2,928.72</u>	
Checking Account ID 10		212,136.18	
Checking Account ID 40	Fund Number 21		ACTIVITY FUND
ANDY REGAN		635.00	MS GENERAL ATHLETICS OFFICIAL
CHRISTOPHER JOHNSON		125.00	GENERAL ATHLETICS OFFICIAL
CINDY WILLIAMS		80.00	MS GENERAL ATHLETICS OFFICIAL
COUNTY LINE DESIGN		264.00	MEDALS/SUPPLIES
DECKER SPORTING GOODS		262.15	SUPPLIES/GENERAL ATHLETICS
DENNIS PERRY		200.00	GENERAL ATHLETICS OFFICIAL
DENNY HOWARD		66.00	GENERAL ATHLETIC WORKERS
FAREWAY STORES		1,447.51	CONCESSION STAND SUPPLIES
GRAPHIC EDGE		29.46	SHIPPING
GREG PULLIAM		320.00	GENERAL ATHLETICS OFFICIAL
IOWA BANDMASTERS ASSOCIATION INC		75.00	DUES/MARCHING MUSTANGS
IOWA HIGH SCHOOL MUSIC ASSOCIATION		313.00	REGISTRATION
JACOB GILLESPIE		125.00	GENERAL ATHLETICS OFFICIAL
JASON DITBERNER		125.00	GENERAL ATHLETICS OFFICIAL
JAY KLEPPER		125.00	GENERAL ATHLETICS OFFICIAL
JEREMY HOFF		125.00	GENERAL ATHLETICS OFFICIAL
JESSE ENGELKE		125.00	GENERAL ATHLETICS OFFICIAL
JOHN NAHNSEN		125.00	GENERAL ATHLETICS OFFICIAL
JOHN SKIP KENNEDY		125.00	GENERAL ATHLETICS OFFICIAL
JOSEPH LUCAS		125.00	GENERAL ATHLETICS OFFICIAL
JUSTIN MILLER		125.00	GENERAL ATHLETICS OFFICIAL
KEITH IRVIN		125.00	GENERAL ATHLETICS OFFICIAL
MARK DILLA		125.00	GENERAL ATHLETICS OFFICIAL
MARK MILLER		22.00	GENERAL ATHLETIC WORKERS
MATT HOBBIE		590.00	GENERAL ATHLETICS OFFICIAL
MATTHEW WULK		125.00	GENERAL ATHLETICS OFFICIAL
MIKE STANLEY		150.00	GENERAL ATHLETICS OFFICIAL
MILLER BUILDING		62.91	GENERAL SUPPLIES/CLASS OF 2024
MOLLY NUCKOLLS		44.00	GENERAL ATHLETIC WORKERS
MT AYR CSD		120.00	ENTRY FEE TO ANOTHER SCHOOL
NATIONAL FFA ORGANIZATION		66.00	SUPPLIES/FFA
NICHOLAS LAUGHLIN		125.00	GENERAL ATHLETICS OFFICIAL
NICOLE WENSTRAND		200.00	GENERAL ATHLETICS OFFICIAL
OSBORN, CURTIS		320.00	MS GENERAL ATHLETICS OFFICIAL
PRESTON LAWSON		22.00	GENERAL ATHLETIC WORKERS
PRIMA DISTRIBUTION, INC.		2,068.80	POPCORN MACHING
R. KEVIN WHITEHILL		80.00	MS GENERAL ATHLETICS OFFICIAL
RED OAK HIGH SCHOOL		170.00	ENTRY FEE TO ANOTHER SCHOOL
RENEE KETTWICK		315.00	GENERAL ATHLETICS OFFICIAL
ROBBIE MACE		430.00	MS GENERAL ATHLETICS OFFICIAL
ROCSTOP - WHITEHILLS		1,045.00	CONCESSION STAND SUPPLIES
RON HANSEN		242.00	MS GENERAL ATHLETIC WORKERS
RSCHOOLTODAY		530.20	SUPPLIES/GENERAL ATHLETICS
SHARI FOOTE		66.00	GENERAL ATHLETIC WORKERS
SIGNS & SHINES		48.00	SUPPLIES
TOM OLSON		430.00	MS GENERAL ATHLETICS OFFICIAL
TONYA THOMPSON		110.00	MS GENERAL ATHLETIC WORKERS
TRISTON AKERS		22.00	GENERAL ATHLETIC WORKERS
VICKIE RETALLIC		200.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21		<u>12,796.03</u>	
Checking Account ID 40		<u>12,796.03</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Linda	Laughlin	HOSA	11/1/2022	11/30/2022	Eileen's Cookie Dough	HOSA conference, chapter activities	\$7/tub	Students
Linda	Laughlin	HOSA	Winter Homecoming - to be determined	1/31/2023	Soup & Dessert Feed at Winter Homecoming basketball game	HOSA conference, chapter activities and supplies	At least 90% - the chapter may purchase paper products or a few food staples to make the soup or desserts	Students

**AGREEMENT FOR STUDENT ENROLLMENT IN
RISING HOPE ACADEMY THERAPEUTIC CLASSROOM**

This Agreement is entered into this 23rd day of August 2022 by and between Clarinda School Community District (“Host District”) in partnership with the Shenandoah Community School District (“District”).

WHEREAS, the District and Host are school corporations organized and existing under the laws of the State of Iowa; and

WHEREAS, the Host has the authority to provide certain programs and services to local school districts under Iowa Code § 273.2; and

WHEREAS, the AEA has established a Therapeutic Classroom (“Program”) located within the Clarinda Community School District (“Host District”); and

WHEREAS, the District wishes to enroll a student (Khallon Olson) in the Program provided by the (“Host District”);

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Parties agree as follows:

1. Administration. No separate legal or administrative entity is created for the governance or administration of the terms or subject matter of this Agreement.
2. Purpose. The purpose of this Agreement shall be for one or more District students to enroll in the Program, which is designed to provide comprehensive services in a highly structured setting to students with significant mental health and/or behavioral needs.
3. Term of Agreement. The term of this Agreement shall commence **August 23, 2022 and shall terminate on May 31, 2023.**
4. AEA Responsibilities
 - a. The AEA shall employ, train, and supervise staff sufficient to serve a maximum of eight (8) students per day from Monday through Friday. All Program staff shall be AEA employees and shall not be considered employees or independent contractors of the Host District.

- b. The AEA shall establish a “per diem pupil cost” based on actual and allowable special education and general education costs for each District student. For the 2022-23 school year this cost shall be \$281 daily unless otherwise negotiated. This includes breakfast, lunch and a daily snack.
- c. The host district shall bill the District for the costs associated with each student enrolled on a semester basis.
- d. The AEA shall ensure that Program services are provided by qualified personnel in a professional manner, and the safety of students shall be promoted at all times.
- e. The AEA shall conduct background checks for each employee providing Program services hereunder in accordance with federal and state law. Such background checks shall include, but are not limited to, criminal, child and dependent adult abuse, and sex offender registries. The AEA shall make all records relating to background checks available to the District upon request.
- f. The AEA shall provide supervision, necessary and appropriate instruction, related services, and counseling for students referred to the Program in accordance with the rules of the Iowa Department of Education and the students’ IEPs, if applicable.
- g. The AEA shall report appropriate data, as required, to the District.
- h. The AEA shall cooperate with the District to provide for planning, daily communication, and coordination between the Parties, the students, and the students’ families.
- i. The AEA shall cooperate with the District to identify, screen, and select students for enrollment in the Program.
- j. The AEA agrees to comply with the confidentiality requirements of Iowa Code Chapter 22 (Iowa Public Records Law), 42 U.S.C. § 1232g et seq. (FERPA) and other laws that protect the privacy of students and their families.
- k. As required by law, access to records of each student by any Party to this Agreement shall be based expressly on the need to know for an educational purpose unless disclosure of the records is permitted by law.
- l. The AEA shall comply with all applicable laws, regulations, policies, and rules, and shall cooperate with the Parties to ensure that all required services and responsibilities are provided and that the Program is operated in compliance with applicable state and federal law, including, but not limited to, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, Iowa Administrative Code Chapter 281, Iowa Code Chapter 22, and FERPA.

5. District Responsibilities

- a. The District shall promptly pay the host district upon receipt of invoices for its share of Program costs based on District student enrollment in the Program.
- b. The District shall cooperate with the AEA to provide for planning, daily communication, and coordination between the Parties, the students, and the students' families.
- c. The District shall cooperate with the AEA to identify, screen, and select students for enrollment in the Program.
- d. The District shall provide transportation for its students to and from the Program in accordance with law.

6. Liability Insurance. All Parties shall carry liability insurance for protection from any liability arising out of operation of the Program. Liability policies shall have limits of not less than \$1,000,000 occurrence and \$3,000,000 General Aggregate. The policies shall be issued by insurance companies and in forms satisfactory to the insured and shall provide for at least thirty (30) days' written notice to the other party before cancellation.

7. Indemnification. To the extent permitted by law, each Party will indemnify and hold harmless the other Party from and against any and all losses, costs, damages, and expenses, including reasonable attorneys' fees and expenses, occasioned by, or arising out of, such Party's negligence or willful misconduct in the performance of its duties under this Agreement, such Party's violation of any applicable law or right of a third party, and/or such Party's breach of this Agreement. The provisions of this section shall survive termination of this Agreement with respect to any damage or injury occurring prior to such termination. Each Party shall notify the other Party of any claim or any potential claim arising out of the operation of this Agreement as soon as practical following knowledge of the claim or potential claim.

8. Cost Recovery. In the event that it shall become necessary for any Party to institute legal proceedings against any other Party for recovery of any amounts due and owing under this Agreement, it is expressly agreed that the prevailing Party in any such action shall be entitled to recover from the non-prevailing Party all costs related to such collection, including reasonable attorney fees and all

expert witness fees incurred during pre-suit collection attempts, suit, and post judgment, appeal, or settlement collection. This section shall survive termination of this Agreement.

9. Property. Any personal property purchased by the Parties shall be and remain the property of each such party. Each party shall insure their own personal property. Upon termination of this Agreement, the Parties shall have sole custody and use of their respective property. It is not contemplated that another real property will be acquired or held for the purpose of carrying out the terms of this Agreement, however, the Parties may enter into leases or sublease arrangements for facilities to house the Program as needed.
10. Notice. All notices or other communications to be given under this Agreement shall be deemed given when either personally delivered or mailed by first class mail, postage prepaid, with proper address to the following addresses until otherwise notified:

To District:

Dr. Kerri Nelson, Superintendent
Shenandoah Community School District
304 W. Nishna Rd.
Shenandoah, IA 51601

To Host District:

Jeff Privia, Superintendent
Clarinda School District
100 N. Cardinal Dr.
Clarinda, IA 51632

11. Binding Effect. The terms and conditions of this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, personal representatives, successors and assigns.
12. Entire Agreement - Amendment. This Agreement contains the entire understanding between the Parties and cannot be changed or terminated orally but only by an agreement in writing executed by all Parties.

13. Severability. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect.
14. Headings. The headings of this Agreement are inserted for convenience of reference only and in no way describe or limit the scope or intent of this Agreement or any of the provisions hereof.
15. Governing Law; Forum. The Parties consent to the jurisdiction of the Pottawattamie County, Iowa District Court for all matters relating to this Agreement and agree that this Agreement shall be governed by Iowa law.
16. Independent Contract. It is expressly understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relation is and shall remain that of independent parties to a cooperative relationship. In no event shall a party be liable for the debts or obligations of another party.
17. No Waiver. No waiver of the breach of any terms or conditions of this Agreement shall constitute a waiver of any other or succeeding breach of the same or other provisions of this Agreement.
18. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective officers, pursuant to full authority granted and given as of the day and year first above written.

Clarinda Community School District

By Darin Sunderman

Name _____
Board President

By Nancy McKinnon

Name _____
Board Secretary

Shenandoah Comm. School Dist

By Jean Fichter

Name _____
Board President

By Lisa Holmes

Name _____
Board Secretary

Previous Year Carryover (Screen 4)	Weighted Receipts (Screen 4)
\$0.00	\$957,939.00
Total Special Education Revenue	Carryover Allowed in Current Year (10% of Weighted Receipts)
\$2,192,806.70	\$95,793.90
Total Special Education Expenditures	Amount to be Redistributed to Districts with a Negative Balance
\$2,648,159.02	\$0.00
Special Education Balance in Current Year	Amount of Allowable Growth Request
(\$455,352.32)	\$455,352.32

EDUCATION PROGRAM (Series 600)

600 GOALS AND OBJECTIVES OF THE EDUCATION PROGRAM

This series of the board policy manual is devoted to the goals and objectives for the delivery of the education program. The board's objective in the design, contents and the delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination on the basis of race, creed, color, sex, national origin, marital status, religion or disability.

In providing the education program of the school district, the board will strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- Students will listen for information and respond effectively.
- Student will use math skills to solve problems encountered as consumers and workers
- Students will apply technology to gather and use information in real situations.
- Students will write clearly to express their own ideas and to convey information to an audience.
- Students will reason to logically solve problems, make decisions, and solve conflicts.
- Students will speak to clearly express their own ideas and to communicate information using language that is appropriate for the audience.
- Students will read for information and pleasure.
- Students will demonstrate study skills needed to be independent, life-long learners.
- Students will experience and recognize the value of the fine arts.
- Students will make choices leading to continuous personal growth and responsible, healthy lifestyles.
- Students will use visual communication to express and interpret ideas.
- Students will recognize the need to tolerate and cooperate with others in order to maintain harmony in their lives.
- Students will apply scientific concepts to understand self, world and universe.

An advisory committee of representatives of the school district community and the school district is appointed to make recommendations for the goals and objectives of the education program. Annually, the board will report to the committee regarding progress toward achievement of the goals and objectives of the education program.

Approved 08/08/94

Reviewed 05/08/17

Revised 07/10/06

601.1 SCHOOL CALENDAR

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum of 1080 hours and include, but not be limited to, the days for student instruction, staff development, in-service days and teacher conferences.

The academic school year for students is for a minimum of one-hundred and eighty days in the school calendar. The academic school year for students may not begin prior to September but may begin in the week in which September 1 falls unless a waiver is obtained from the Iowa Department of Education. Should September 1 fall on a Sunday, school may begin any day during the calendar week which immediately precedes September 1. Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program.

Legal Reference: Iowa Code §§ 20.9; 279.10, 280.3 (2009).
281 I.A.C. 12.2(1).

Cross Reference: 501.3 Compulsory Attendance
601.2 School Day
603.3 Special Education

Approved 08/08/94

Reviewed 05/08/17

Revised 07/14/14

601.2 SCHOOL DAY

The student school day for grades one through twelve will consist of a minimum of six hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of the student's instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty (30) hours, even though any one day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. If the total hours of instructional time for the first four consecutive days equal at least thirty (30) hours because parent-teacher conferences have been scheduled beyond the regular school day, the school district may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, the part of the day during which school was in session will constitute a school day. The [*superintendent/building principal*] will create administrative regulations necessary to utilize any remote learning opportunities that are available and permitted by law during the period of closure. Remote learning opportunities will count toward instructional time requirements as allowed by law. During the time of remote learning, student attendance will be taken, assessments may be administered and grades will count toward students' cumulative grade point average. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans during periods of closure will be determined by each respective IEP or Section 504 team.

It is the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: 34 C.F.R. sec. 300
28 C.F.R. pt. 35
Iowa Code § 256.7, 279.8, .10.
281 I.A.C. 12.1(1), .1(7-10).

Cross Reference: 601.1 School Calendar

Approved 08/08/94

Reviewed 05/08/17

Revised 07/14/14

602.1 CURRICULUM DEVELOPMENT

Curriculum development is an ongoing process in the school district and consists of both research and design. Research is the studious inquiry and critical investigation of the various content areas for the purpose of revising and improving curriculum and instruction based on relevant information pertaining to the discipline. This study is conducted both internally (what and how we are currently doing at the local level) and externally (what national standards, professional organizations, recognized experts, current research, etc. tell us relative to the content area). Design is the deliberate process of planning and selecting the standards and instructional strategies that will improve the learning experiences for all students.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) serves several purposes:

- Focuses attention on the content standards of each discipline and ensure the identified learnings are rigorous, challenging, and represent the most important learning for our students.
- Increases the probability that students will acquire the desired knowledge, skills and dispositions and that our schools will be successful in providing appropriate learning experiences.
- Facilitates communication and coordination.
- Improves classroom instruction.

The superintendent is responsible for curriculum development and for determining the most effective method of conducting research and design activities. A curriculum framework will describe the processes and procedures that will be followed in researching, designing, and articulating each curriculum area. This framework will at a minimum, describe the processes and procedures for the following curriculum development activities to:

- Study the latest thinking, trends research and expert advice regarding the content/discipline;
- Study the current status of the content/discipline (what and how well students are currently learning);
- Identify content standards, benchmarks, and grade level expectations for the content/discipline;
- Describe the desired learning behaviors, teaching and learning environment related to the content/discipline;
- Identify differences in the desired and present program and develop a plan for addressing the differences;
- Communicate with internal and external publics regarding the content area;
- Involve staff, parents, students, and community members in curriculum development decisions;
- Verify integration of local, state, and/or federal mandates (MCNS, school-to-work, etc);
- Verify how the standards and benchmarks of the content/discipline support each of the broader student learning goals and provide a K-12 continuum that builds on the prior learning of each level.

It is the responsibility of the superintendent to keep the board apprised of necessary curriculum revisions, progress or each content area related to curriculum development activities, and to develop administrative regulations for curriculum development including recommendations to the board.

Legal Reference: 20 U.S.C. § 1232h (2006).
34 C.F.R. Pt. 98 (2006).
Iowa Code §§ 216.9; 256.7, 279.8; 280.3 (2009).
281 I.A.C. 12.5, .8.

Cross Reference: 101 Educational Philosophy of the School District
103 Long-Range Needs Assessment
602 Curriculum Development
603 Instructional Curriculum
605 Instructional Materials

Approved 08/08/94

Reviewed 05/08/17

Revised 07/14/14

602.2 CURRICULUM IMPLEMENTATION

Without careful and continuing attention to implementation, planned changes in curriculum and instruction rarely succeed as intended. How change is put into practice, to a large extent, determines how well it fares.

Implementation refers to what actually happens in practice as compared to what was supposed to happen. Curriculum implementation includes the provision of organized assistance to staff in order to ensure that the newly developed curriculum and the most powerful instructional strategies are actually delivered at the classroom level. There are two components of any implementation effort that must be present to guarantee the planned changes in curriculum and instruction succeed as intended:

- Understanding the conceptual framework of the content/discipline being implemented; and,
- Organized assistance to understand the theory, observe exemplary demonstrations, have opportunities to practice, and receive coaching and feedback focused on the most powerful instructional strategies to deliver the content at the classroom level.

The superintendent is responsible for curriculum implementation and for determining the most effective way of providing organized assistance and monitoring the level of implementation. A curriculum framework will describe the processes and procedures that will be followed to assist all staff in developing the knowledge and skills necessary to successfully implement the developed curriculum in each content area. This framework will, at a minimum, describe the processes and procedures for the following curriculum implementation activities to:

- Study and identify the best instructional practices and materials to deliver the content;
- Describe procedures for the purchase of instructional materials and resources (See Policy 605.1).
- Identify/develop exemplars that demonstrate the learning behaviors, teaching, and learning environment to deliver the content;
- Study the current status of instruction in the content area (how teachers are teaching);
- Compare the desired and present delivery system, identify differences (gap analysis), and develop a plan for addressing the differences;
- Organize staff into collaborative study teams to support their learning and implementation efforts (address the gaps);
- Provide ongoing professional development related to instructional strategies and materials that focuses on theory, demonstration, practice and feedback;
- Regularly monitor and assess the level of implementation;
- Communicate with internal and external publics regarding curriculum implementation;
- Involve staff, parents, students, and community members in curriculum implementation decisions.

It is the responsibility of the superintendent to keep the board apprised of curriculum implementation activities, progress of each content area related to curriculum implementation activities, and to develop administrative regulations for curriculum implementation including recommendations to the board.

Legal Reference: 20 U.S.C. § 1232h (2006).
34 C.F.R. pt. 98 (2006).
Iowa Code §§ 216.9, 256.7, 279.8, 280.3 (2009).
281 I.A.C. 12.8.

Cross Reference: 101 Educational Philosophy of the School District
103 Long-Range Needs Assessment
505 Student Scholastic Achievement
602 Curriculum Development
603 Instructional Curriculum

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

602.3 CURRICULUM EVALUATION

Regular evaluation of the total curriculum is necessary to ensure that the written and delivered curriculum is having the desired effect for students.

Curriculum evaluation refers to an ongoing process of collecting, analyzing, synthesizing, and interpreting information to aid in understanding what students know and can do. It refers to the full range of information gathered in the school district to evaluate (make judgments about) student learning and program effectiveness in each content area.

Curriculum evaluation must be based on information gathered from a comprehensive assessment system that is designed for accountability and committed to the concept that all students will achieve at high levels, is standards-based, and informs decisions which impact significant and sustainable improvements in teaching and student learning.

The superintendent is responsible for curriculum evaluation and for determining the most effective way of ensuring that assessment activities are integrated into instructional practices as part of school improvement with a particular focus on improving teaching and learning. A curriculum framework will describe the procedures that will be followed to establish an evaluation process that can efficiently and effectively evaluate the total curriculum. This framework will, at a minimum, describe the procedures for the following curriculum evaluation activities:

- Identify specific purposes for assessing student learning;
- Develop a comprehensive assessment plan;
- Select/develop assessment tools and scoring procedures that are valid and reliable;
- Identify procedures for collecting assessment data;
- Identify procedures for analyzing and interpreting information and drawing conclusions based on the data (including analysis of the performance of various sub-groups of students);
- Identify procedures for establishing at least three levels of performance (specific to the content standard and the assessment tool when appropriate) to assist in determining whether students have achieved at a satisfactory level (at least two levels describe performance that is proficient or advanced and at least one level describes students who are not yet performing at the proficient level);
- Identify procedures for using assessment information to determine long-range and annual improvement goals;
- Identify procedures for using assessment information in making decisions focused on improving teaching and learning (data based decision making);
- Provide support to staff in using data to make instructional decisions;
- Define procedures for regular and clear communication about assessment results to the various internal and external publics (mandatory for communication about students receiving special education services);
- Define data reporting procedures;
- Verify that assessment tools are fair for all students and are consistent with all state and federal mandates;
- Verify that assessment tools measure the curriculum that is written and delivered;
- Identify procedures for deciding when multiple assessment measures are necessary for making good decisions and drawing appropriate conclusions about student learning;
- Identify roles and responsibilities of key groups;
- Involve staff, parents, students, and community members in curriculum evaluation;
- Ensure participation of eligible students receiving special education services in district-wide assessments.

It is the responsibility of the superintendent to keep the board apprised of curriculum evaluation activities, the progress of each content area related to curriculum evaluation activities, and to develop administrative

regulations for curriculum evaluation including recommendations to the board.

Legal Reference: 20 U.S.C. § 1232h (2006).
34 C.F.R. pt. 98 (2006).
Iowa Code §§ 216.9, 256.7, 279.8, 280.3 (2009).
281 I.A.C. 12.8.

Cross Reference: 101 Educational Philosophy of the School District
103 Long-Range Needs Assessment
505 Student Scholastic Achievement
602 Curriculum Development
603 Instructional Curriculum

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

602.4 PILOT - EXPERIMENTAL - INNOVATIVE PROJECTS

The board welcomes new ideas in curriculum. Proposals for pilot or experimental projects will first be reviewed and analyzed by the superintendent. Projects recommended by the superintendent will be considered by the board. Pilot and experimental projects approved by the board, the Iowa Department of Education, or the U. S. Department of Education may be utilized in the education program.

Students, who may be or are asked to participate in a research or experimental project or program, must have their parents' written consent on file prior to participating in the project or program. A research or experimental program or project requiring parents' prior written consent is a program or project designed to explore or develop new or unproven teaching methods or techniques. These programs or projects are designated as research or experimental projects or programs. The educational materials of a program or project designated as a research or experimental program or project may be inspected and reviewed by the parents of the students participating or being considered for participation in the program or project. The inspection and review by the parents is in accordance with board policy 605.2, "Instructional Materials Inspection."

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: 20 U.S.C. § 1232h (2006).
 34 C.F.R. Pt. 98 (2006).
 Iowa Code §§ 279.8, .10; 280.3 (2009).
 281 I.A.C. 12.5, .8.

Cross Reference: 602 Curriculum Development
 603 Instructional Curriculum

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.1 BASIC INSTRUCTION PROGRAM

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be gender fair and multicultural.

The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, visual art and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies, mathematics, science, health, human growth and development, family and consumer, career, technology education, physical education, music, visual art and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades nine through twelve will include English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), physical education (1 unit), fine arts (3 units), foreign language (4 units), financial literacy (1/2 unit), vocational education (12 units) and computer science (1/2 unit).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It is the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for kindergarten, grades one through six, grades seven and eight, and grades nine through twelve.

NOTE: This policy reflects the educational standards. The financial literacy requirement is effective with the 2021 graduation class. The computer science requirement for grades one through eight are effective with the school year beginning July 1, 2023. The computer science requirement for grades nine through twelve is effective with the school year beginning July 1, 2022. Districts must also develop and implement a kindergarten through grade twelve computer science plan by July 1, 2022 which incorporates the educational standards.

Legal Reference: 20 U.S.C. § 1232h.
34 C.F.R. Pt. 98.
Iowa Code §§ 216.9; 256.11; 279.8; 280.3-.14.
281 I.A.C. 12.5; .11.

Cross Reference: 102 Equal Educational Opportunity
103 Long-Range Needs Assessment
505 Student Scholastic Achievement
602 Curriculum Development
603 Instructional Curriculum

Approved 08/08/94

Reviewed 04/12/21

Revised 04/12/21

603.2 SUMMER SCHOOL INSTRUCTION

The Shenandoah Community School District recognizes the importance of ongoing learning opportunities for students. As such, the district shall offer summer school instruction in accordance with the following:

- The board, in its discretion, may offer summer school for one or more courses and student activities for students who need additional help and instruction or for enrichment in those areas. Upon receiving a request for summer school, the board will weigh the benefit to the students and the school district as well as the school district's budget and availability of licensed employees to conduct summer school.
- If a child who is eligible for special education has been determined to need extended school year services as necessary to receive a free appropriate public education, as determined according to state and federal law, such services shall be provided as described in the child's individualized education program.
- In additional instances as provided by law.

The superintendent may develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8,; 280.3; 282.6.
281 IAC 41.106.

Cross Reference: 410.3 Summer School Licensed Employees
505.2 Student Promotion – Retention – Acceleration
603 Instructional Curriculum
711.7 Summer School Transportation

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.3 SPECIAL EDUCATION

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Special education students are required to meet the requirements listed for special education students in board policy 505.5 and in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

NOTE: This is a mandatory policy and reflects state and federal law. For more detailed discussion of this issue, see IASB's Policy Primers, Vol. 20 #7 – Dec. 4, 2008 and 13 #3- Jan. 22, 2001.

Legal Reference: Board of Education v. Rowley, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982). Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
 20 U.S.C. §§1400 *et seq.*
 34 C.F.R. Pt. 300 *et seq.*
 Iowa Code §§ 256.11(7); 256B; 273.1, .2, .5, .9(2)-(3); 280.8.
 281 I.A.C. 41.109; 41.404

Cross Reference: 503 Student Discipline
 505.5 Graduation Requirements
 506 Student Records
 507.2 Administration of Medication to Students
 507.8 Student Special Health Services
 601.1 School Calendar
 603 Instructional Curriculum

Approved 08/08/94

Reviewed 04/12/21

Revised 04/12/21

603.4 MULTICULTURAL AND NONSEXIST EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Legal Reference: Iowa Code §§ 216.9; 256.11 (2011).
281 I.A.C. 12.5(8).

Cross Reference: 103 Equal Educational Opportunity
505 Student Scholastic Achievement
600 Goals and Objectives of the Education Program

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.5 HEALTH EDUCATION

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non- use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

Legal Reference: Iowa Code §§ 256.11; 279.8; 280.3-.14 (2011).
281 I.A.C. 12.5.

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
603 Instructional Curriculum
607 Instructional Services

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.5 E1 HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM

Student Name: _____ Grade: _____

Parent/Guardian: _____ Phone #: _____

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

<u>Objective</u>	<u>Class / Grade</u>
Ex. To understand the consequences of responsible and irresponsible sexual behavior.	Health Education
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/will be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed: _____ Date: _____
(Parent or Guardian)

Signed: _____ Date: _____
(School Administrator)

603.6 PHYSICAL EDUCATION

Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Students in grades 9-12 may also be excused from physical education courses if:

- the student is enrolled in academic courses not otherwise available, or
- the student has obtained a physical education waiver for a [*semester or trimester*] because the student is actively involved in an athletic program.

Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.

Students who will not participate in physical education must have a written request or statement from their parents.

Legal Reference: Iowa Code § 256.11 (2011).
281 I.A.C. 12.5.

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities
603 Instructional Curriculum

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.7 CAREER EDUCATION

Preparing students for careers is one goal of the education program. Career education will be written into the education program for grades kindergarten through twelve. This education will include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It is the responsibility of the superintendent to assist licensed employees in finding ways to provide career education in the education program. Special attention should be given to courses of vocational education nature. The board, in its review of the curriculum, will review the means in which career education is combined with other instructional programs.

Legal Reference: Iowa Code §§ 256.11, .11A; 280.9 (2011).
281 I.A.C. 12.5(7).

Cross Reference: 603 Instructional Curriculum

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.8 TEACHING ABOUT RELIGION

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- the proposed activity must have a secular purpose;
- the primary objective of the activity must not be one that advances or inhibits religion; and
- the activity must not foster excessive governmental entanglement with religion.

Legal Reference: U.S. Const. amend. I.
Lee v. Weisman, 112 S.Ct. 2649 (1992).
Lemon v. Kurtzman, 403 U.S. 602 (1971).
Graham v. Central Community School District of Decatur County, 608 F.Supp. 531 (S.D. Iowa 1985).
 Iowa Code §§ 279.8; 280.6 (2011).

Cross Reference: 502 Student Rights and Responsibilities
 603 Instructional Curriculum
 604.5 Religious-Based Exclusion from a School Program

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.8R1 TEACHING ABOUT RELIGION REGULATION - RELIGIOUS HOLIDAYS

The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature and drama having religious themes (including traditional carols, seasonal songs and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs and forms of expression. Holiday programs, parties or performances will not become religious celebrations or be used as a forum for religious worship, such as the devotional reading of sacred writings or the recitations of prayers.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene or other symbol that is part of a religious ceremony) are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or nonbelief initiated by individual students is permitted in composition, art forms, music, speech and debate. However, teachers may not require projects or activities which are indoctrina or force students to contradict their personal religious beliefs or nonbeliefs.

Approved 08/08/94Reviewed 05/08/17Revised 04/11/11

603.9 ACADEMIC FREEDOM

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Legal Reference: Iowa Code §§ 279.8; 280.3, .6 (2011).

Cross Reference: 502 Student Rights and Responsibilities
603 Instructional Curriculum
903.5 Distribution of Materials

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.10 GLOBAL EDUCATION

Because of our growing interdependence with other nations in the world, global education is incorporated into the education program for grades kindergarten through twelve so that students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world.

Legal Reference: Iowa Code §§ 256.11.
281 I.A.C. 12.5(11).

Cross Reference: 602 Curriculum Development
603 Instructional Curriculum

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.11 CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

NOTE: This is a mandatory policy.

Legal Reference: Iowa Code §§ 256.11.
281 I.A.C. 12.3(6), 12.5(3)(b)-(5)(b).

Cross Reference: 101 Educational Philosophy of the School District
502 Student Rights and Responsibilities
503 Student Discipline

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

603.12 TEACHING CONTROVERSIAL ISSUES

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the board that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It is the responsibility of the instructor to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

It is the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student's relationship with the teacher.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor will not be prohibited from expressing a personal opinion as long as students are encouraged to reach their own decisions independently.

The board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8 (2011).

Cross Reference: 502.5 Freedom of Expression
603 Instructional Curriculum
604.5 Religious-Based Exclusion From A School Program

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.1 COMPETENT PRIVATE INSTRUCTION

In the event a child of compulsory attendance age, over age six and under age sixteen, does not attend public school or an accredited nonpublic school the child must receive competent private instruction.

A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available in the central administration office. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the area education agency.

The superintendent will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student's parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of one hundred and forty-eight days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.

The school district will report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian or custodian.

Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student will request dual enrollment in the resident district. The receiving district will not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district will notify the resident district. The resident district will then report the noncompliance to the county attorney of the county of residence of the parent, guardian or custodian.

Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1 unless such person is properly licensed. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian chooses standardized testing and the student is dual enrolled, the school district will pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent, guardian or legal custodian will reimburse the school district for the cost of the standardized test and the administration of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must hold a valid Iowa practitioner's license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner.

Upon the request of a parent, guardian or legal custodian of a student receiving competent private instruction or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the school district will refer a student who may require special education to the area education agency, Division of Special Education, for evaluation.

Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian will attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director

of the Department of Education for approval of continued competent private instruction under a remediation plan.

The remediation plan is for no more than one year. Before the beginning of the school year, the student may be re-tested and if the student achieves adequate progress the student may remain in competent private instruction.

Legal Reference: Iowa Code §§ 256.11; 279.10, .11; 299.1-6, .11, .15, .24, 299A (2011).
281 I.A.C. 31.

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
504 Student Activities
507.1 Student Health and Immunization Certificates
604.1E1 Competent Private Instruction Report
604.7 Dual Enrollment
604.9 Home School Assistance Program

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.1E1 COMPETENT PRIVATE INSTRUCTION REPORT

IOWA CODE § 299.4
20 -20 School Year

Form A (Completed by the Parent)

Date when returned _____

Required information:

Required Information: See instructions before completing (pages 4-6).

The following information is required in accordance with IOWA CODE section 299A.9. Parent/Guardian must submit this report in duplicate to the school district of residence. This report is required if the student is between the ages of 6 years old and 15 by September 15 and does not attend an Iowa public or accredited nonpublic school or is not enrolled in a home school assistance program operated by an Iowa public or accredited nonpublic school. **Return this form to the school district secretary by September 15 or within 14 calendar days of removing the student from a public or accredited nonpublic school or 14 calendar days from moving into the school district.** (If you are enrolled in a home school assistance program, please notify the district if you plan to dual enroll.)

- 1) Child and Family Information: (Name and birth date of child under competent private instruction.)

Name:	Birth Date:

- 2) Name and address of person filing report. (Please check the appropriate box after “name”)

Name:	Parent	Guardian	Legal Custodian
Address:	City, Zip:		
Phone # (optional)			

- 3) Immunization Evidence: If filing Form A for the 1st time, attach immunization information. (Proof of immunization is required of all children receiving CPI, including those enrolled in a HSAP)

- 4) Instructional Program Information:

Outline the course of study on a separate page(s) as shown below. Attach lesson plans on separate page(s).

Subject:	Text, Publisher, and Author:	Time Spent:

- 5) List number of days of instruction under competent private instruction _____

(Must be at least 148 days per academic year, IOWA CODE section 299A.1).

- 6) If an appropriately licensed Iowa teacher will provide or supervise the parent, guardian, or legal custodian in providing the instruction, give the teacher’s name and folder number.

Name:	Teacher Folder Number:
Address:	Teacher signature- (optional):
City, State / Zip:	Phone Number- (optional):

- 7) If an Iowa licensed teacher is not providing instruction or supervising the parent, guardian, or legal custodian providing instruction the child must take an annual assessment. (Please see the acceptable annual assessments listed in this Iowa Department of Education handbook: <http://tinyurl.com/52xj2t>). The school district will notify parents by October 1st of testing dates.)

Parent / Guardian / Legal Custodian Signature:

The Following Information is Optional....

However, if you want your child to access special education programs or services,

Or if your child plans to participate in any academic or extracurricular activities at your local school district,

Or if you wish to have your child's annual assessment provided at no charge, **complete the following:**

- 8) Is the child currently identified as a child requiring special education pursuant to the rules of special education? (281-31.2(1)"b"(2). Yes No

If the child is currently identified as a child requiring special education, prior approval must be sought from the special education director at the Area Education Agency before the child may receive Competent Private Instruction in Iowa. IOWA CODE section 299A.9

- 9) Do you desire dual enrollment in the public school for the child under competent private instruction? Yes No (If no, skip to #10.)

Dual enrollment is desired for: *(Check all that apply)*

A. Academic Extra-curricular activities Testing Special Education

B. Grade Level for the 20__ - __ school year _____

C. Subjects or Activities you wish your child to dual enroll in:

1st Semester:	2nd Semester:

- 10) Do you desire to enroll in a Home School Assistance Program if offered? Yes No

Deadline for dual enrollment and/or Home School Assistance Program is September 15th, within 14 calendar days after moving to the district, or within 14 calendar days after removing the child from school.

Note: Due to the restrictions as to the number of students who may be served in a Home School Assistance Program, timely filed requests may be denied if the program already serves 20 families or 40 students per teacher. 281-IAC 31.3(3)

INSTRUCTIONS FOR FORM A

Parents with children under competent private instruction need to submit two copies of Form A to the local public school district. After the school district receives and checks the form for completion, one copy of the form should be filed **with the local district and the other copy the district sends to the secretary of the AEA. DO NOT SEND A COPY TO THE Department of Education.** *NOTE: If you change your district of residence during the school year, you must also complete this form for your new district of residence.*

The due date is the first day of school or no more than 14 calendar days after the child has been removed from an Iowa accredited school or after moving into the district,

The form is designed to allow the parent to provide the required information, items 1-6. Items 7 and 8 are informational and items 9 and 10 are optional. If you plan to dual enroll your child in an academic course or extracurricular activity, complete item 9. (*See the timeline page 8 in the handbook <http://tinyurl.com/3vd6aq>*) for an explanation of the dual enrollment deadline.)

Items 1& 2: All information must be supplied. Only one child per form.

Item 3: If filing Form A for the first time, attach immunization evidence. A child who begins home schooling/competent private instruction for the first time in Iowa (including children enrolled in a HSAP) must have received the required immunizations unless parents file a doctor's statement or an affidavit of religious exemption as outlined in section 139A.8, Code of Iowa. For exemption forms, please call 1-888- 398-9696.

Item 4: List the subjects taught, the texts used, the text publisher or author, and the amount of time spent on each subject listed. Parents need to attach the course of study information separately. Lesson plans may be accepted for the entire year or for shorter periods of time. The lessons should show evidence of planning.

Item 5: The number listed must be at least 148 school days. *Exception:* If a child was enrolled in a public or accredited nonpublic school during the current academic year, then switched to home schooling, the number on this line may be the number of days remaining of the 148 school days after subtracting the number of days the child was in attendance in the school.

Item 6: In some situations, a person other than the child's parent, legal guardian, or legal custodian either provides or supervises the instruction for the child. This person must hold a valid Iowa-teaching license appropriate to the age and grade of the child. The teacher's name, address, and folder number must be provided in this item. The school district will check the licensure of this person by contacting the Bureau of Practitioner Preparation and Licensure, Iowa Department of Education at the following Web site: <http://www.boee.iowa.gov/> or by calling (1-515-281-3245). An elementary classroom teacher license is appropriate for teaching or supervising home schooling in grades K-6; a middle school or secondary license is appropriate for grades 5-8, and a secondary classroom teacher license is appropriate for grades 7-12. If item 6 is blank, and the child is between the ages of 7 and 15, inclusive, during the current school year, the child is subject to the baseline testing/annual assessment requirement. (If parent/guardian/legal custodian is a licensed teacher or working with a licensed teacher who holds a license appropriate to the age and grade of the child or if the child is enrolled in a private school accredited by a regional or national accrediting organization, the child is not required to take an annual assessment. A courtesy test may be requested, see note in item number 7.)

Item 7: Children receiving competent private instruction are subject to the assessment requirement if they fit both of these criteria:

1. AGE -- the child is between the ages of 7 and 15, inclusive, of the current school year.

2. TEACHER -- the child's instruction is not provided or supervised by a person holding a valid Iowa teacher license appropriate to the age and grade of the child.

All children fitting both criteria must have a baseline test in their first year of home schooling. Each year after the baseline test, as long as they still fit both criteria, they need an annual assessment of educational progress, which may be conducted using standardized testing, portfolio assessment, or a report card from an accredited correspondence school. Children under or over the age limits by September 15 are not subject to the annual assessment. Likewise, if an appropriately licensed Iowa teacher provides or supervises a parent, guardian, or legal custodian in providing the child's instruction, the child is not subject to assessment, regardless of age.

Subjects that must be assessed:

- For children up through grade 5: Reading, Language Arts, and Mathematics:
- For children in grades 6-12: Reading, Language Arts, Mathematics, Science, and Social Studies.

Home-schooled children subject to the testing requirement must be tested annually in these subjects even if the school district does not test its own students. National percentile ranks and national grade equivalents must be included on the score report from the test scoring service.

A detailed list of tests is [in this handbook](#). Schools or AEAs providing the testing should attempt to accommodate these preferences. Schools may provide the testing themselves or may delegate it to the AEA. Schools should notify parents by October 1 of the dates, sites, and time of testing. If parents of a dual enrolled student subject to the assessment requirement request testing in their home, it must be provided at that site. If a portfolio is used as an annual assessment, the parent, guardian, or legal custodian identifies the licensed teacher to evaluate the portfolio. The deadline for completing assessments is May 1st of each year and the test administrator or portfolio evaluator must send a copy of the results to the parents and the school district by June 30. An evaluator holding an elementary teaching license is appropriate for evaluating a portfolio for students in grades K-6, a middle school license for grades 5-8, and a secondary classroom teacher license is appropriate for grades 7-12. [281 I.A.C. 31.7\(4\)](#)

Special note about "courtesy testing." Occasionally, parents of children who are not subject to the baseline/annual assessment requirement may want their child tested anyway. As when an annual assessment is required, if the child is not dual enrolled, the parents pay the costs. If the child is dual enrolled, the school or AEA must provide the testing free, but need not provide a test, testing time, or testing site other than the one(s) established by the school for its regular enrollees.

Item 8: A child of compulsory attendance age, who is identified as requiring special education under [chapter 256B](#) and is receiving Competent Private Instruction, is eligible for placement under Competent Private Instruction with prior approval of the placement by the director of special education of the area education agency of the child's district of residence. It is the duty of the parent/guardian to send a copy of Form A to the school district and the Area Education Agency Director of Special Education for approval. IOWA CODE section [299A.9](#)
Note: In order for a child who receives CPI to receive special education services, the child must be dual enrolled. (See Item 9)

Item numbers 9 and 10 are optional.

Item 9: Dual enrolled students may participate in coursework or activities on the same basis as regularly enrolled students. This item is required if parents wish to have their children participate in an academic course, extracurricular activity, or to have the standardized test paid for by the district. Dual enrollment is also required if the child is to receive special education programs or services. If parents/guardians/legal custodians want their

child dual enrolled in a course or activity the course or activities need to be listed. Districts need to develop procedures to ensure that dual enrolled students and their parents are given adequate notice of the time and place of the activities they have chosen.

The deadline for dual enrollment is September 15 if the parents begin CPI at the start of the school year, 14 calendar days after moving, or 14 calendar days after withdrawing from school. The district may deny dual enrollment if the request is after the deadline.

Item 10: School districts are not required to offer a home school assistance program. If your local school district has a program, students will be supervised by a licensed teacher that is hired by the school district. To participate in courses or activities that are offered by the school, the child must be dual enrolled. (This item is designed to help districts determine if they need to start a program.)

SCHOOLS-Please give parents the FERPA notification letter when a Form A is requested. Districts shall determine what directory information is and who the local contact is. When the parent gives “opt out” instructions to the school, the AEA’s have requested that the LEA send a copy to them.

PARENTS/GUARDIANS-Please review the FERPA form and return to the school.

604.2 INDIVIDUALIZED INSTRUCTION

The board's primary responsibility in the management of the school district is the operation and delivery of the regular education program. Generally, students attending the school district will receive the regular education program offered by the district. Only in exceptional circumstances will the board approve students receiving individualized instruction at the expense of the school district.

Recommendations from the superintendent for individualized instruction will state the need for the instruction, the objectives and goals sought for the instruction, the employee requirements for the instruction, the implementation procedures for the instruction and the evaluation procedures and processes that will be used to assess the value of the instruction.

It is the responsibility of the superintendent to develop administrative regulations for individualized instruction.

Legal Reference: Iowa Code §§ 256.11; 279.8, .10, .11; 280.3, .14; 299.1-.6, .11, .15, .24; 299A (2009).

Cross Reference: 501.12 Pregnant Students
604.1 Competent Private Instruction

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.3 PROGRAM FOR TALENTED AND GIFTED STUDENTS

The board recognizes some students require programming beyond the regular education program. The board will identify students with special abilities and provide education programming.

It is the responsibility of the superintendent to develop a talented and gifted program which provides for identifying students, for program evaluation, and for training of employees.

Legal Reference: Iowa Code §§ 257.42-.49 (2009).
281 I.A.C. 12.5(12); 59.

Cross Reference: 505 Student Scholastic Achievement
604.6 Instruction at a Post-Secondary Educational Institution

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.4 PROGRAM FOR AT-RISK STUDENTS

The board recognizes some students require additional assistance in order to graduate from the regular education program. The board will provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

It is the responsibility of the superintendent to develop a plan for students at-risk which provides for identifying students, for program evaluation, and for the training of employees.

Legal Reference: Iowa Code §§ 257.38-.41; 280.19, .19A (2009).
281 I.A.C. 12.5(13); 33; 61; 65.

Cross Reference: 505 Student Scholastic Achievement
607.1 Student Guidance and Counseling Program

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.5 RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs are required to do an alternate supervised activity or study.

In notifying the superintendent, the parents will abide by the following:

- The notice is in writing;
- The objection is based on religious beliefs;
- The objection will state which activities or studies violate their religious beliefs;
- The objection will state why these activities or studies violate their religious beliefs; and
- The objection will state a proposed alternate activity or study.

The superintendent will have discretion to make this determination. The factors the superintendent will consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available superintendent-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Legal Reference: U.S. Const. amend. I.
Lee v. Weisman, 112 S.Ct. 2649 (1992).
Lemon v. Kurtzman, 403 U.S. 602 (1971).
Graham v. Central Community School District of Decatur County, 608 F.Supp. 531 (S.D. Iowa 1985).
 Iowa Code §§ 256.11(6); 279.8 (2009).

Cross Reference: 603 Instructional Curriculum
 606.3 School Ceremonies and Observances

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.6 INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

In accordance with this policy, students in grades nine through twelve may receive academic or career and technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. Students and parents or guardians shall be made aware of the post-secondary instructional opportunities as part of the development of each student's individual career and academic plan as required by law. The Superintendent or designee is responsible for developing the appropriate forms and procedures for implementing this policy and following post-secondary educational opportunities:

Concurrent Enrollment

The board may, in its discretion, enter into a contractual agreement with a community college to provide courses for eligible students in grades nine through twelve when comparable courses are not offered by the school district. Notice of the availability of the concurrent enrollment program shall be included in the school district's registration handbook, and the handbook shall identify which courses, if successfully completed, generate post-secondary credit. Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the school district for tuition if they do not successfully complete a course. Students or their parents or guardians may be required to pay a fee consistent with the school district's established textbook policy and other materials for the concurrent enrollment course to the extent permitted by law. Students or their parents or guardians may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law. However, transportation shall be the responsibility of the school district for any contracted course that is used to meet school district accreditation requirements.

Students who successfully complete a concurrent enrollment course, as determined by the postsecondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. The Superintendent or designee shall grant to a student who successfully completes a concurrent enrollment course a unit of high school graduation credit for every unit of high school level instruction successfully completed.

Post-Secondary Enrollment Option

Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eligible eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option ("PSEO") program. To qualify, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of: mathematics, science, social sciences, humanities, career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. In addition, courses at a community college with which the district has a concurrent enrollment agreement are not eligible for PSEO. Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student.

The school district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to \$250. Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit. The Superintendent or designee shall grant to a student who successfully completes a PSEO course a unit of high school graduation credit for every unit of high school level instruction successfully completed.

Transportation to and from the postsecondary institution is the responsibility of the student or parent or legal guardian of the student enrolled in a PSEO course. Eligible students may take up to seven hours of post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student's parent or legal guardian are responsible for all costs

secondary course. However, the student or student's parent or legal guardian are responsible for all costs associated with courses taken during the summer.

Students who fail a PSEO course and fail to receive credit are required to reimburse the school district for all costs directly related to the course up to the \$250.00 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent or guardian sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the board if sufficient verification is provided to show that the student was unable to complete the course for reasons outside the student's control, including but not limited to physical incapacity, a death in the student's immediate family, or a move out of the school district.

If a student is unable to demonstrate proficiency or the school district or accredited nonpublic school determines that the course unit completed by the student does not meet the school district's standards, the superintendent shall provide in writing to the student's parent or guardian the reason for the denial of credit.

Legal Reference: Iowa Code §§ 256.7, 11; 285; 261E; 279.61; 280.3, 280.14.
281 I.A.C. 12 and 22.

Cross Reference: 505 Student Scholastic Achievement
604.3 Program for Talented and Gifted Students
604.4 Program for At-Risk Students

Approved 08/08/94 Reviewed 04/12/21 Revised 04/12/21

604.7 DUAL ENROLLMENT

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district. The student is considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary prior to the third Friday of September each year on forms provided by the school district. On the form, they will indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district will apply to the dual enrollment students in the same manner as the other students enrolled the school district. These policies and administrative rules will include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of the fees required for participation.

A dual enrollment student whose parent, guardian, or custodian has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the test or the administration of the test.

After the student notifies the school district which activities in which they wish to participate, the school district will provide information regarding the specific programs.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8, 299A (2009).
281 I.A.C. 31.

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
507 Student Health and Well-Being
604.1 Competent Private Instruction
604.1E1 Competent Private Instruction Report
604.9 Home School Assistance Program

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.8 FOREIGN STUDENTS

Foreign students must meet all district entrance requirements including age, place of residence and immunization. Foreign students must be approved by the board. The board reserves the right to limit the number of foreign students accepted. Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

- The student resides with his/her parents(s) or legal guardian;
- The student is in the United States with appropriate documentation (Form I-20) from the United States Department of Justice-Immigration and Naturalization Services; or
- The student is a participant in a recognized foreign exchange program; and
- The student is physically able to attend school and has provided the school district with such proof, including a current TB test.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 501 Student Attendance
507.1 Student Health and Immunization Certificates

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.9 HOME SCHOOL ASSISTANCE PROGRAM

The board, recognizing alternatives to education outside the formal public school system, authorizes the establishment of a home school assistance program. This program will assist students receiving competent private instruction by providing licensed employees of the school district to assist the parent, guardian or legal custodian in the education of the student.

The parent, guardian or legal custodian registering for the home school assistance program will agree to comply with the requirements established by the faculty of the program.

Students registered for the home school assistance program will be counted in the basic enrollment.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 299A (2009).
281 I.A.C. 31.

Cross Reference: 504 Student Activities
507 Student Health and Well-Being
604.1 Competent Private Instruction
604.7 Dual Enrollment

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.10 ONLINE COURSES

The board recognizes that online coursework may be a good alternative for students to not only meet graduation requirements but, also have the opportunity to take advanced or other courses not offered by the school district.

High school students may earn a maximum of seven (7) credits per semester to be applied toward graduation requirements by completing online courses offered through the district or through agencies approved by the board and the Iowa Department of Education. Credit from an on-line or virtual course may be earned only in the following circumstances: *(Choose from the following or add others that fit the policy of the school district.)*

- The course is not offered at the high school;
- Although the course is offered at the high school, the virtual educational setting will be more conducive to the student's individual learning needs;
- Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
- The course will serve as a supplement to extend homebound instruction;
- The student has been expelled from the regular school setting, but educational services are to be continued; or
- The principal, with agreement from the student's teachers and parents, determines the student requires a differentiated or accelerated learning environment.

Students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the principal shall be obtained before a student enrolls in an on-line course. The school must receive an official record of the student's final percentage and suggested grade before credit toward graduation will be recognized.

Provided online courses are part of the student's regular school day coursework and within budgetary parameters, the tuition costs for an online course shall be borne by the school district during the fall and spring semesters, but may be passed on to the parent/guardian during the summer semester. Any additional costs such as textbooks, rentals or school supplies, shall be borne by the *(school district, parents)* for students enrolled full-time.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

Legal Reference: Iowa Code § 2569.9(55); 279.8.
281 I.A.C. 15

Cross Reference: 605.6 Internet Appropriate Use
501.6 Student Transfers In

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

604.11 APPROPRIATE USE OF ONLINE LEARNING PLATFORMS

It is important to embrace technology that can foster a creative, interactive learning environment for students, and facilitate employee professional development and collaboration. The use of online platforms to host remote interaction between students and employees and to facilitate learning is encouraged in the district.

While student and employee instruction and communication using virtual and online platforms provides a wide array of learning opportunities, it is imperative that employees and students recognize that the use of such platforms is a privilege. Training related to the use of online learning platforms will be provided to employees and students.

The district shall carefully safeguard the right of students and employees to learn and teach in a respectful environment regardless of the method. All instruction and communication through online learning platforms should be appropriate to the age and ability of the participants. Students and employees should be aware that online platforms may be monitored by the district. Verbal and written communication occurring on these platforms may be recorded and stored by the district in accordance with applicable laws.

Any verbal or written communication on these platforms deemed to be inappropriate will subject the student and/or employee to the same disciplinary measures that would exist if the interaction took place through traditional in-person learning. Students and employees who have concerns about the proper use of these platforms are encouraged to speak with their teachers or building principal. The superintendent will make administrative regulations necessary to enforce this policy.

Legal Reference: 20 U.S.C. §1232g; 34 C.F.R. Part 99
 47 U.S.C. §254
 20 U.S.C. §6777
 Iowa Code §§ 715C

Cross Reference: 104 Anti-Bullying/Anti-Harassment
 401.13 Staff Technology Use/Social Networking
 506.1 Student Records
 605.4 Technology in the Classroom
 605.6 Internet Appropriate Use
 501.6 Student Transfers In

Approved _____

Reviewed _____

Revised _____

605.1 INSTRUCTIONAL MATERIALS SELECTION

The board recognizes that the selection of instructional materials is a vital component of the school district's curriculum.

The board has sole discretion to approve instructional materials for the school district. The board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to licensed employees. The licensed employees will work closely together to ensure vertical and horizontal articulation of textbooks in the education program.

The board may appoint an ad hoc committee for the selection of instructional materials. The committee may be composed of school district employees, parents, students, community members or representatives of community groups.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, the licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by the selection committee.

In making its recommendations to the superintendent, the licensed employees will select materials which:

- support the educational philosophy, goals and objectives of the school district;
- consider the needs, age, and maturity of students;
- are within the school district's budget;
- foster respect and appreciation for cultural diversity and difference of opinion;
- stimulate growth in factual knowledge and literary appreciation;
- encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints;
- portray the variety of careers, roles, and lifestyles open to persons of both sexes; and,
- increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society.

In the case of textbooks, the board will make the final decision after a recommendation from the superintendent. The criteria stated above for selection of instructional materials will also apply to the selection of textbooks. The superintendent may appoint licensed employees to assist in the selection of textbooks.

Gifts of instructional materials must meet these criteria stated above for the selection of instructional materials. The gift must be received in compliance with board policy 704.4, "Gifts - Grants - Bequests."

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2009).

Cross Reference: 209.1 Ad Hoc Committees
505 Student Scholastic Achievement 602 Curriculum
605 Instructional Materials

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

605.1R1 SELECTION OF INSTRUCTIONAL MATERIALS

I. Responsibility for Selection of Instructional Materials

- A. The Board is responsible for matters relating to the operation of the Shenandoah Community School District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. For the purpose of this rule the term "instructional materials" includes printed and audiovisual materials (not equipment), whether considered text materials or media center materials. The board retains the final authority for the approval of textbooks.
- C. While selection of materials may involve many people including principals, teachers, students, parents, community members and media specialists, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees. For the purpose of this rule the term "media specialist" includes librarians, school media specialists or other appropriately licensed persons responsible for the selection of media equipment and materials.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term 'text materials' includes textbooks and other printed and nonprinted material provided in multiple copies for use of a total class or major segment of a class.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
 1. The superintendent will inform the committee as to their role and responsibility in the process.
 2. The following statement is given to the ad hoc committee members:
 - *Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.*
 - *Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.*
 - *Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.*
 - *Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.*

II. Material selected for use in libraries and classrooms will meet the following guidelines:

- A. Religion - Material will represent the major religions in a factual, unbiased manner. The primary source material of the major religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgement regarding religion, will not be included in the school

libraries or classrooms.

- B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual.
- C. Sexism - Material will reflect a sensitivity to the needs, rights, traits and aspirations of men and women without preference or bias.
- D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex - Material is subjected to a test of literary merit and reality by the media specialists and licensed staff who will take into consideration their reading of public and community standards of morality.
- G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, media center staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.
 - 1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
 - c. To effectively guide and counsel students in the selection and use of materials and libraries;
 - d. To foster in students a wide range of significant interests;
 - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 - g. To encourage life-long education through the use of the library; and,
 - h. To work cooperatively and constructively with the instructional and administrative staff in the school.

2. Materials selected is consistent with stated principles of selection. These principles are:
 - a. To select material, within established standards, which will meet the goals and objectives of the school district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the sexual, racial, religious and ethnic groups in the community by:
 1. Portraying people, both men and women, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 2. Placing no constraints on individual aspirations and opportunity.
 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
 - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
 - e. To strive for impartiality in the selection process.
3. The materials selected will meet stated selection criteria. These criteria are:
 - a. Authority-Author's qualifications - education, experience, and previously published works;
 - b. Reliability:
 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
 - c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
 - d. Language:
 1. Vocabulary:
 - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
 - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause women to feel excluded or dehumanized.
 2. Compatible to the reading level of the student for whom it is intended.
 - e. Format:
 1. Book
 - a. Adequate and accurate index;
 - b. Paper of good quality and color;
 - c. Print adequate and well spaced;
 - d. Adequate margins;
 - e. Firmly bound; and,
 - f. Cost.
 2. Nonbook
 - a. Flexibility, adaptability;
 - b. Curricular orientation of significant interest to students;
 - c. Appropriate for audience;
 - d. Accurate authoritative presentation;
 - e. Good production qualities (fidelity, aesthetically adequate);
 - f. Durability; and,
 - g. Cost.
 3. Illustrations of book and nonbook materials should:

- a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
 - b. Make clearly apparent the identity of minorities;
 - c. Contain pertinent and effective illustrations;
4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
1. Bibliographies.
 2. Glossary.
 3. Current charts, maps, etc.
 4. Visual aids.
 5. Index.
 6. Special activities to stimulate and challenge students.
 7. Provide a variety of learning skills.
- g. Potential use:
1. Will it meet the requirement of reference work?
 2. Will it help students with personal problems and adjustments?
 3. Will it serve as a source of information for teachers and librarians?
 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 6. Will it help students and teachers keep abreast of and understand current events?
 7. Will it foster and develop hobbies and special interest?
 8. Will it help develop aesthetic tastes and appreciation?
 9. Will it serve the needs of students with special problems?
 10. Does it inspire learning?
 11. Is it relevant to the subject?
 12. Will it stimulate a student's interest?
4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
 5. In order to provide a current, highly usable collection of materials, media specialists will provide for constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

605.2 INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
Iowa Code §§ 279.8; 280.3, .14; 301 (2009).

Cross Reference: 602 Curriculum Development
 605 Instructional Materials
 901.1 Public Examination of School District Records

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

605.3 OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2009).

Cross Reference: 215 Public Participation in Board Meetings
402.5 Public Complaints About Employees
505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

605.3E1 INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the reconsideration committee is to provide an open forum for discussion of challenged materials and to make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meetings law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of community members. The community should not, therefore, infer that the Committee is biased or is obligated to uphold prior professional decisions. For this same reason, a community member will be selected to chair the committee.

The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for disagreement. However, the committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

If the complainant chooses, the complainant may make an oral presentation to the committee to expand and elaborate on the complaint. The committee will listen to the Complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome.

605.3E2 RECONSIDERATION OF INSTRUCTIONAL MATERIALS

RECONSIDERATION REQUEST FORM

Request for re-evaluation of printed or audiovisual material to be submitted to the superintendent.

REVIEW INITIATED BY: _____ DATE: _____

Name _____

Address _____

City/State _____ Zip Code _____ Telephone _____

School(s) in which item is used _____

Relationship to school (parent, student, citizen, etc.) _____

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author _____ Hardcover _____ Paperback _____ Other _____

Title _____

Publisher (if known) _____

Date of Publication _____

AUDIOVISUAL MATERIAL IF APPLICABLE:

Title _____

Producer (if known) _____

Type of material (filmstrip, motion picture, etc.) _____

PERSON MAKING THE REQUEST REPRESENTS: *(circle one)*

Self _____ Group or Organization _____

Name of group _____

Address of Group _____

1 What brought this item to your attention?

2 To what in the item do you object? (please be specific; cite pages, or frames, etc.)

3 In your opinion, what harmful effects upon students might result from use of this item?

4 Do you perceive any instructional value in the use of this item?

5 Did you review the entire item? If not, what sections did you review?

6 Should the opinion of any additional experts in the field be considered?

_____ yes _____ No

If yes, please list specific suggestion _____

7 To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

8 Do you wish to make an oral presentation to the Review Committee?

_____ (a) Please call the office of the Superintendent
Yes

(b) Please be prepared at this time to indicate the approximate length of time your
_____ Minutes.

_____ N

Dated

Signature

605.3E3 SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL MATERIALS

Dear:

We recognize your concern about the use of _____ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

605.3R1 RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- A. A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials will remain in use pending the outcome of the reconsideration procedure.
 - a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
 - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the media specialist who can identify and explain the use of the material.
 2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal shall inform employees of their obligation to report complaints.
 3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the media specialist of the attendance center. If, after consultation with the principal or media specialist, the individual desires to file a formal complaint, the principal or media specialist will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.
- B. Request for Reconsideration
1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
 2. Each attendance center and the school district's central administrative office will keep on hand and make available Reconsideration Request Forms. Formal objections to instructional materials must be made on this form.
 3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form is signed by the individual and filed with the superintendent.
 4. The superintendent will promptly file the objection with the reconsideration committee for re-evaluation.
 5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
 6. The Reconsideration Committee
 - a. The reconsideration committee is made up of eight members.
 - (1) One licensed employee designated annually by the superintendent.
 - (2) One media specialist designated annually by the superintendent.
 - (3) One member of the administrative team designated annually by the superintendent.
 - (4) Three members of the community appointed annually by the board.
 - (5) Two high school students, selected annually by the high school principal.
 - b. The committee will annually select their chairperson and secretary.
 - c. The committee will meet at the request of the superintendent.
 - d. Special meetings may be called by the board to consider temporary removal of materials in unusual

circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.

- e. Notice of committee meetings is made public through appropriate publications and other communications methods.
- f. The committee will receive the completed Reconsideration Request Form from the superintendent.
- g. The committee will determine its agenda for the first meeting which may include the following:
 - (1) Distribution of copies of the completed Reconsideration Request Form.
 - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the
 - (3) Reconsideration Request Form.
 - (4) Distribution of reputable, professionally prepared reviews of the challenged instructional
 - (5) material if available.
 - (6) Distribution of copies of the challenged instructional material as available.
- h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
- i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- j. The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the Reconsideration Request Form throughout the reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.
- k. At the second or a subsequent meeting the committee will make its final recommendation.
- l. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the board's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

- m. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- n. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered. Completed and filed Reconsideration Request Forms are acted upon by the committee.
- o. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.
- p. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement is of the same general qualifications as the member excused.
- q. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

605.4 TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economic ways to utilize instructional television, audiovisual materials, computers, and other technological advances as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

Legal Reference: Iowa Code § 279.8 (2009).
281 I.A.C. 12.5(10), .5(22).

Cross Reference: 217.4 Board of Directors and Area Education Agency
602 Curriculum Development
605 Instructional Materials

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

605.5 MEDIA CENTERS

The school district will maintain a media center in each building for use by employees and by students during the school day.

Materials for the centers will be acquired according to board policy, "Instructional Materials Selection."

It is the responsibility of the principal of the building in which the media center is located to oversee the use of materials in the media center.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301 (2009).
281 I.A.C. 12.3(11).

Cross Reference: 505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

605.6 INTERNET - APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-Rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding of the Children's Internet Protection Act (CIPA) or E-Rate.

Note: This is a mandatory policy. Parents must give permission to allow their children to access the internet according to the policy language; and districts are obligated to provide education/training on the safe use of the internet for students.

Legal References: 47 C.F.R. 54.520
Iowa Code § 279.8.

Cross References: 104 Anti-Bullying/Harassment
502 Student Rights and Responsibilities
506 Student Records
605.5 School Library

Approved 02/12/96

Reviewed 05/08/17

Revised 05/14/12

605.6E1 INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time. If a student already has an electronic mail address, he/she will not be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through the supervising teacher's account and/or their own account, with permission of the supervising teacher. Students should adhere to the following guidelines:
 - Others may be able to read or access the mail, so private messages should not be sent.
 - Delete unwanted messages immediately.
 - Use of objectionable language is prohibited.
 - Always sign messages.
 - Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name _____ Grade _____

School _____ Date _____

(Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student signature)

605.6E2 INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: _____

Teacher: _____

Date: _____

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

_____ First Offense:
The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period of nine weeks.

_____ Second Offense:
The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost Internet access for a period of nine weeks.

_____ Third Offense:
The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all Internet privileges indefinitely.

A student who has lost his/her Internet privileges by committing a third violation may at the beginning of the next regular school year petition the Board of Education to have his/her Internet privileges reinstated on a one-year probationary basis. If, during the one-year probationary period, the student commits an additional violation, his/her Internet privileges will be permanently suspended for the remainder of his/her time as a student in the Shenandoah Community School District.

The administration and the Board of Education reserve the right to deviate from the suggested progression of consequences if the severity of the offense deems that appropriate.

605.6R1 INTERNET - APPROPRIATE USE REGULATION

- I. Responsibility for Internet Appropriate Use.
 - A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
 - B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
 - C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.
- II. Internet Access.
 - A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
 - B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (*will not /may*) be issued to students at this time.
 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
 7. The school district makes no guarantees as to the accuracy of information received on the Internet.
- III. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.
- IV. Student Use of Internet.
 - A. A.Equal Opportunity - The Internet is available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
 - B. On-line Etiquette.
 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 3. Student access for electronic mail will be through (*the supervising teacher's account/their own account*). Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.

- C. Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- D. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

V. Student Violations--Consequences and Notifications.

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of three weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of nine weeks.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges indefinitely.

A student who has lost his/her Internet privileges by committing a third violation may at the beginning of the next regular school year petition the Board of Education to have his/her Internet privileges reinstated on a one-year probationary basis. If, during the one-year probationary period, the student commits an additional violation, his/her Internet privileges will be permanently suspended for the remainder of his/her time as a student in the Shenandoah Community School District.

The administration and the Board of Education reserve the right to deviate from the suggested progression of consequences if the severity of the offense deems that appropriate.

606.1 CLASS SIZE - CLASS GROUPING

It is within the sole discretion of the board to determine the size of classes and to determine whether class grouping will take place. The board shall review the class sizes annually.

It is the responsibility of the superintendent to make a recommendation to the board on class size based upon the financial condition of the school district, the qualifications of and number of licensed employees, and other factors deemed relevant to the board.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2009).

Cross Reference: 603 Instructional Curriculum
606.7 Insufficient Classroom Space

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

606.2 HOMEWORK

Homework, extra class activities or assignments beyond the regular classroom instruction program are a part of the education program. Homework will not be an extension and an enrichment of the classroom instruction.

Homework shall be an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activity, or to make up incomplete assignments.

Guidelines regarding homework shall be developed in conjunction with the curriculum of the education program.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2009).

Cross Reference: 501.9 Student Absences – Excused
605 Instructional Materials
606 Instructional Arrangements

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

606.3 SCHOOL CEREMONIES AND OBSERVANCES

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances will have a secular purpose and will not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

Legal Reference: U.S. Const. amend. I.
Lee v. Weisman, 112 S.Ct. 2649 (1992).
Lemon v. Kurtzman, 403 U.S. 602 (1971).
Graham v. Central Community School District of Decatur County, 608 F.Supp. 531 (S.D. Iowa 1985).
Iowa Code § 279.8 (2009).

Cross Reference: 603 Instructional Curriculum
604.5 Religious-Based Exclusion From A School Program

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

606.4 ANIMALS IN THE CLASSROOM

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It is the responsibility of the principal to determine appropriate supervision of animals in the classroom.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 507 Student Health and Well-Being

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

606.5 STUDENT PRODUCTION OF MATERIALS AND SERVICES

Materials and services produced by students at the expense of the school district are the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, are the property of the student.

It is the responsibility of the superintendent to determine incidental expense.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 408.2 Licensed Employee Publication or Creation of Materials

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

606.6 STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the state. Board approval will be required for field trips and excursions which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Legal Reference: 390 C.F.R. Pt. 390.3(f) (2002).
Iowa Code § 279.8 (2009).
281 I.A.C. 43.9.

Cross Reference: 503.1 Student Conduct
503.4 Good Conduct Rule
603 Instructional Curriculum
711 Transportation

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

606.7 INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space is determined on a case-by-case basis. In making its determination whether insufficient classroom space exists, the board may consider several factors, including but not limited to, the nature of the education program, the grade level, the available licensed employees, the instructional method, the physical space, student-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, financial condition of the school district and projected to be available, a sharing agreement in force or planned, a bargaining agreement in force, laws or rules governing special education class size, board-adopted school district goals and objectives, and other factors considered relevant by the board.

This policy is reviewed by the board annually. It is the responsibility of the superintendent to bring this policy to the attention of the board each year.

Legal Reference: Iowa Code § 282.18(13) (2009).
281 I.A.C. 17.6(3).

Cross Reference: 105 Long-Range Needs Assessment
501.16 Open Enrollment Transfers - Procedures as a Receiving District 605
Instructional Materials
606.1 Class Size - Class Grouping
903.2 Community Resource Persons and Volunteers

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

607.1 STUDENT GUIDANCE AND COUNSELING PROGRAM

The board will provide a student guidance and counseling program. The guidance counselor will be certified with the Iowa Department of Education and hold the qualifications required by the board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development. The program is coordinated with the education program and will involve licensed employees.

Legal Reference: Iowa Code § 280.14; 622.10 (2009).
281 I.A.C. 12.3(11).

Cross Reference: 506 Student Records
603 Instructional Curriculum
604.4 Program for At-Risk Students

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

607.2 STUDENT HEALTH SERVICES

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social wellbeing. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

Note: This is a mandatory policy. If a school district will be using federal money to perform physical exams or screenings on students, the school district must annually notify parents of the exam or screening except for hearing, vision or scoliosis. The following language is suggested;

“The school district will annually notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.”

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 14 #3- June 28, 2001.

Legal Reference:	42 U.S.C. §§ 12101 <i>et seq.</i>
	34 C.F.R. pt. 99, 104, 200, 300 <i>et seq.</i>
	29 U.S.C. § 794(a)
	28 C.F.R. 35
	20 U.S.C. 1232g § 1400 6301 <i>et seq.</i>
	Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 280.23
	.
	281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8.
	282 I.A.C. 15.3(14); 22.
	641 I.A.C. 7.
	655 I.A.C. 6.
Cross Reference:	501.4 Entrance - Admissions
	507 Student Health and Well-Being

Approved 08/08/94Reviewed 05/08/17Revised 04/11/11

607.2R1 STUDENT HEALTH SERVICES REGULATION

Student Health Services Administrative Regulations

- I. Student Health Services - Each school building may develop a customized student health services program within comprehensive school improvement based on its unique needs and resources. Scientific advances, laws, and school improvement necessitate supports to students with health needs to receive their education program.

Supports to improve student achievement include:

- qualified health personnel
- school superintendent, school nurse, and school health team working collaboratively
- family and community involvement
- optimal student health services program with commitment to its continuing improvement

Components provided within a coordinated school health program include:

- health services
- nutrition
- healthy, safe environment
- staff wellness
- health education
- physical education and activity
- counseling, psychological, and social services
- family and community involvement

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

II. Student Health Services Essential Functions

A. Identify student health needs:

1. Provide individual initial and annual health assessments
2. Provide needed health screenings
3. Maintain and update confidential health records
4. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws

B. Facilitate student access to physical and mental health services:

1. Link students to community resources and monitor follow through
2. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-I, social security, and community health clinics
3. Encourage appropriate use of health care

C. Provide for student health needs related to educational achievement:

1. Manage chronic and acute illnesses
2. Provide special health procedures and medication including delegation, training, and supervision of qualified designated school personnel
3. Develop, implement, evaluate, and revise individual health plans (IHPs) for all students with special health needs according to mandates in the Individuals with Disabilities Education Act (IDEA), Rehabilitation Act (Section 504), and American with Disabilities Act (ADA)
4. Provide urgent and emergency care for individual and group illness and injury
5. Prevent and control communicable disease and monitor immunizations
6. Promote optimal mental health
7. Promote a safe school facility and a safe school environment

8. Participate in and attend team meetings as a team member and health consultant

D. Promote student health, well-being, and safety to foster healthy living:

1. Provide developmentally appropriate health education and health counseling for individuals and groups
2. Encourage injury and disease prevention practices
3. Promote personal and public health practices
4. Provide health promotion and injury and disease prevention education

E. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:

1. Gather and interpret data to evaluate needs and performance
2. Establish health advisory council and school health team
3. Develop health procedures and guidelines
4. Collaborate with staff, families, and community
5. Maintain and update confidential student school health records
6. Coordinate program with all school health components
7. Coordinate with school improvement
8. Evaluate and revise the health service program to meet changing needs
9. Organize scheduling and direct health services staff
10. Develop student health services annual status report
11. Coordinate information and program delivery within the school and between school and major constituents
12. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners
13. Provide for professional development for school health services staff

III. Expanded Health Services

These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the school, school-linked services connected to the school, primary care, mental health, substance abuse, and dental health.

608 ADULT EDUCATION

The board supports post-high school and adult education programs for the members of the school district community. The goal of the adult education program shall be to prepare individuals for democratic citizenship, to provide them with means for economic improvement and cultural development, and to enrich their personal lives.

The school district facilities shall be available for these education programs as long as they do not interfere with or disrupt the education program or other school district activities. It shall be the responsibility of the superintendent to oversee these programs.

Adult education programs may be provided in conjunction with a local post-secondary institution.

Legal Reference: Iowa Code § 259A; 276; 279.8; 288.1; 297.9-.12 (1993)
1936 Op. Att'y Gen. 196.
1940 Op. Att'y Gen. 232.
1982 Op. Att'y Gen. 561.

Cross Reference: 609 Community Education
905 Use of School District Facilities & Equipment

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11

609 COMMUNITY EDUCATION

Learning is a life-long activity and the board supports community education programs to further this activity. The school district facilities shall be available for community education programs as long as they do not interfere with or disrupt the education program or other school district activities.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the use of the school district facilities for community education programs.

Legal Reference: Iowa Code § 276; 279.8; 288.1; 297.9-.12 (1993)
1936 Op. Att'y Gen. 196.
1940 Op. Att'y Gen. 232.
1982 Op. Att'y Gen. 561.

Cross Reference: 608 Community Education
905 Use of School District Facilities & Equipment

Approved 08/08/94

Reviewed 05/08/17

Revised 04/11/11